

CITY OF LANSING

FISCAL YEAR 2015 - 2016

ADOPTED

BUDGET



Virg Bernero, Mayor

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LANSING CITY GOVERNMENT
Fiscal Year July 1, 2015 - June 30, 2016

MAYOR

Virg Bernero

CITY COUNCIL

Tina Houghton, Council President, 2nd Ward
Kathy Dunbar, At Large
Judi Brown Clarke, At Large
Vincent Delgado, At Large
Carol Wood, At Large
Jody Washington, 1st Ward
A'Lynne Boles, 3rd Ward
Jessica Yorko, 4th Ward

CLERK

Chris Swope

DISTRICT COURT JUDGES

Louise Alderson, Chief Judge
Frank J. DeLuca
Patrick F. Cherry
Hugh B. Clarke, Jr.

OFFICERS

Executive Assistant/Chief of Staff.....	Randy Hannan
Chief Operating Officer/Public Service Director.....	Chad A. Gamble
City Attorney.....	Janene McIntyre
Finance Director.....	Angela Bennett
City Treasurer.....	Antonia Kraus
Police Chief.....	Michael Yankowski
Fire Chief.....	Randy Talifarro
Planning & Neighborhood Development Director.....	Bob Johnson
Parks & Recreation Director.....	Brett Kaschinske
Court Administrator.....	Anethia Brewer
Human Relations & Community Service Director.....	Joan Jackson Johnson
Interim Human Resources Director.....	Janene McIntyre
Internal Auditor.....	Jim DeLine

Citizens of Lansing

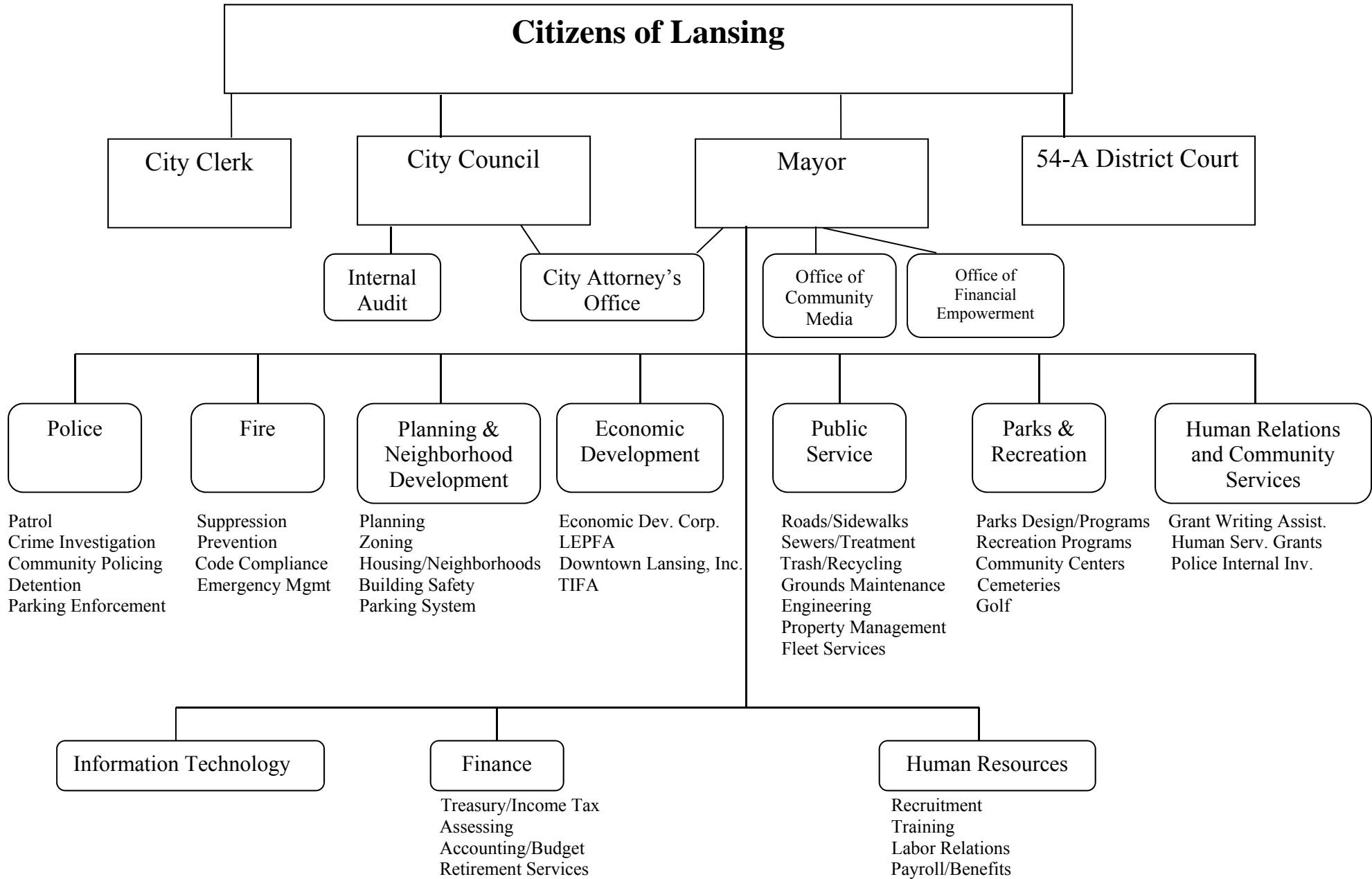


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City of Lansing Fiscal Year 2015/2016 Adopted Budget

Serving as Michigan's capital since 1848, the City of Lansing was incorporated in 1859 and operates under provisions of Public Act 279 of 1909, as amended (the "Home Rule City Act"). The City incorporates 34.7 square miles and is located in the lower middle of Michigan's Lower Peninsula and operates under a strong mayor form of government established by 1978 Charter revision.

Lansing is a mature core city with a population of 114,297, according to the revised 2010 census, and offers a full range of services. The City operates police headquarters and one precinct location with close to 200 sworn police officers; six fire stations with a fire protection force of over 175; over 300 miles of sanitary sewers, 217 miles of storm sewers, and 200 miles of combined sewers; over 400 miles of roads; 115 parks; a District Court; and support for human services and cultural events. The City's main sources of revenue are property taxes, income taxes, State revenue sharing, Federal entitlement grants, and charges for services, including utility billings. Additional information about the City and its services can be found in the statistical section of the City's Comprehensive Annual Financial Report (CAFR), as well as the City's website: www.lansingmi.gov.

Budget Process

The City's fiscal year is July 1 through June 30. The FY 2015/2016 budget takes effect July 1, 2015.

In accordance with the State Uniform Budgeting and Accounting Act (P.A. 2 of 1968), as amended, and the City Charter, the Mayor submitted a proposed budget for FY 2015/2016 to the City Council on March 23, 2015. After holding televised hearings and a public hearing, the City Council adopted the budget with amendments on May 11, 2015. A copy of the FY 2015/2016 budget resolution is presented in the "Fiscal Year 2016 Budget Resolution and Fee Changes" section (page 119) of this budget document. Copies of the Mayor's proposed budget can be obtained on the City's website, www.lansingmi.gov, by contacting the Finance Department at 124 W. Michigan Ave., Lansing, MI, 48933, or by calling (517) 483-4500.

Budget Summary

The FY 2015/2016 budget for the City is \$196.3 for all funds and \$120,600,000, for the General Fund. The City's total budget represents a 1.7% decrease from the FY 2014/2015 adopted budget and a 1.8% increase from the FY 2014/2015 adopted budget for the General Fund.

An overview and highlights of the FY 2015/2016 budget are included in the "FY 2016 Budget Overview" on pages 3-5. More detailed information, as well as other changes contained in the budget, can be found in the Department Summaries section of this budget document.

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Fiscal Year 2015/2016 Budget Overview

The City of Lansing is showing strong signs of economic and fiscal recovery as we continue to emerge from the Great Recession. Property values have begun to increase and unemployment levels in the city are on the decline. These trends are not only good news for the city and region, but also for the city's revenues.

For the upcoming fiscal year (FY 2016), which begins July 1, 2015 and runs through June 30, 2016, the city's General Fund revenues are projected to increase about 1.8%. For the second year in a row, projected revenues for the upcoming fiscal year exceed next year's cost of providing the same services, after a decade of projected costs being in excess of declining revenues. The substantial and painful measures taken over the past decade have proven essential to the city's emergence from the Great Recession with this positive outcome.

With the welcomed improvement in the economy, it is important to set realistic expectations going forward. Indeed, the city must maintain its vigilance in delivering excellent municipal services to our residents and businesses at the lowest possible cost, because Lansing, like other communities, still faces significant challenges going forward. Municipalities will continue to be challenged to control costs and to balance infrastructure needs in line with muted revenue growth.

Property tax revenue growth, the largest source of revenue for the city's General Fund, will be limited due to the state-mandated revenue growth limitations of Proposal A and Headlee Amendment. Indeed, this coming year the City will see a modest 2% growth in residential property values and a healthy 5% growth in commercial property values. However, revenue growth will be limited to just over 1%. The City is expected to see a \$277,000 increase in state revenue sharing in FY 2016; however, it will fall far short of making up the \$8 million annual reduction to state revenue sharing from 2001 levels. On the other hand, income tax revenue, the second-largest General Fund revenue source, continues to show positive signs of the post-Recession recovery. Unfortunately, road conditions in the state continue to worsen due to inadequate funding by state government, and Lansing is not immune. The City continues to invest what it can, thankfully enhanced by the voter-approved, 1-mill property tax levy, but funding is still woefully inadequate. While it is hoped that the upcoming statewide proposal to increase road funding will be successful, as it will have a significantly positive impact on our ability to repair local roads, state funding for roads is projected in the FY 2016 budget at current levels. In terms of infrastructure, the City also faces significant challenges with aging facilities that need to be replaced.

At the same time, like many other Michigan municipalities, the City is burdened with significant long-term costs for pensions and retiree health care. The City continues to work diligently with its employee unions to address the ongoing structural imbalance between projected revenues and long-term pension and retiree health care costs and

was successful in achieving significant agreements over the past year on a wide range of cost-saving measures.

In addition to changes in our cost structure, the city continues to pursue regional approaches to providing the same or enhanced levels of services to its residents. This past year, the city's purchasing operations were successfully merged with the purchasing operations at the Board of Water and Light; a county ballot proposal to fund maintenance of a key regional asset, the Lansing River Trail, was approved by voters; and the city continues to pursue regional approaches to providing public safety and other services.

As the economy improves, there will be a temptation to back away from measures taken during the Great Recession to address costs, despite the fact that challenges remain. The work of the mayor-appointed Financial Health Team (FHT), led by former Mayor Hollister with the assistance of Michigan State University's Dr. Eric Scorsone, will continue to provide invaluable guidance in aligning our short-term spending plans with long-term strategic goals and to help guide decisions on upgrading or replacing city facilities and infrastructure.

The Fiscal Year 2016 Proposed Budget

The citywide proposed budget for FY 2016 is \$196.3 million, a 1.7% decrease from the City's FY 2015 budget. The City's FY 2016 General Fund budget is recommended at \$120.6 million, a 1.8% increase from the FY 2015 budget.

In accordance with budgetary policy, FY 2016 projected General Fund revenues exceed proposed expenditures, resulting in a \$500,000 addition to the City's General Fund reserves. Revenue estimates for next year are purposefully conservative, with the hope that further contributions to General Fund reserves may be possible at the end of FY 2016. Strengthening our reserves is a top priority for the City and a key component of the FHT recommendations.

As a result of the Great Recession, the City's unrestricted General Fund reserves, a combination of General Fund fund balance and the Budget Stabilization Fund, were \$7.1 million as of June 30, 2014, or 5.4% of expenditures. This is an improvement from FY 2013, but is still an insufficient level to adequately protect the City in the event of a natural disaster or another national economic downturn.

Revenues for the current fiscal year, FY 2015, were also budgeted conservatively, and it is anticipated that an additional \$1.9 million will be added to reserves at year-end, to be supplemented by the aforementioned budgeted contribution in FY 2016. This is projected to bring general fund reserves to 8%, which represents significant progress toward our policy goal of 12-15%.

In order to prioritize building reserves, the FY 2016 proposed spending plan is largely a continuation budget based on current operations and service levels. It is important that new positions, especially full-time positions, be minimized in light of the City's long-term

fiscal challenges. The FY 2016 budget does, however, include several new initiatives and strategic investments that are necessary to provide our employees with the tools they need to do their jobs, and to continue providing our residents and businesses with quality city services:

- Continued modest investments in road and sidewalk infrastructure, including additional funding for new sidewalks (“gap closure” program)
- Body-worn cameras and enhanced training and recruitment efforts for our Police Department
- Continued upgrades to our aging vehicle fleet
- Enhanced staffing in the Human Resources Department
- Increased funding for economic development services provided by the Lansing Economic Area Partnership (LEAP)
- Funding for the next phase of community-driven, form-based code process
- Funding to continue the City’s Financial Empowerment Center when the grant that pays for current operations ends in FY16

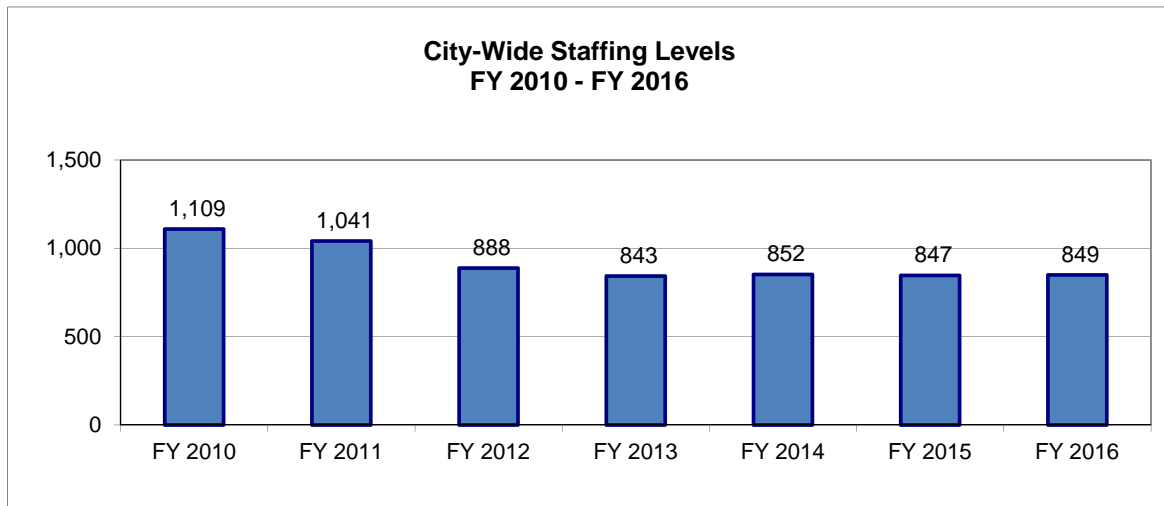
The City also continues our two-year, bond-funded Information Technology modernization effort to streamline business processes, improve customer service, and upgrade critical information technology infrastructure to minimize the risk of a catastrophic failure.

Fiscal Outlook

The current economy recovery is certainly welcome news and allows the City to maintain service levels for this coming year. This good news does not, however, preclude the need for continued reforms and restructuring in the way government services are provided into the future. The City needs to make continued investments in its long-term liabilities and infrastructure needs, which makes regional partnerships and new models of doing business all the more important going forward.

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**Summary of Projected Full-Time Positions by Department
(Includes Elected Officials)**



	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
City Council	11	11	10	10	10	10	10
Internal Audit	2	2	1	1	1	1	1
Mayor Staff	5	5	5	5	5	5	6
Office of Community Media	2	2	2	2	2	2	2
Clerk Staff	7	6	5	5	5	5	5
Court/Probation Staff	53	48	48	43	43	46	45
Planning & Neighborhood Development	87	64	63	62	45	43	43
Finance	92	86	79	30	30	29	29
Information Technology	15	14	10	10	11	11	11
Human Resources	12	11	9	9	10	10	12
City Attorney	12	11	10	10	10	11	11
Police	344	328	260	229	234	234	234
Fire	235	225	179	180	202	195	195
Public Service	171	201	183	226	222	222	222
Human Relations & Community Services	5	5	5	5	6	7	7
Parks & Recreation	56	22	19	16	16	16	16
	<u>1,109</u>	<u>1,041</u>	<u>888</u>	<u>843</u>	<u>852</u>	<u>847</u>	<u>849</u>

⁽¹⁾ Fourteen (14) positions were transferred from PND to Fire; four (4) to Police, and one (1) to Public Service for FY 2014.

⁽²⁾ Forty-five (45) positions were transferred from Finance to Public Service for Property Management and Fleet Maintenance operations in FY 2013.

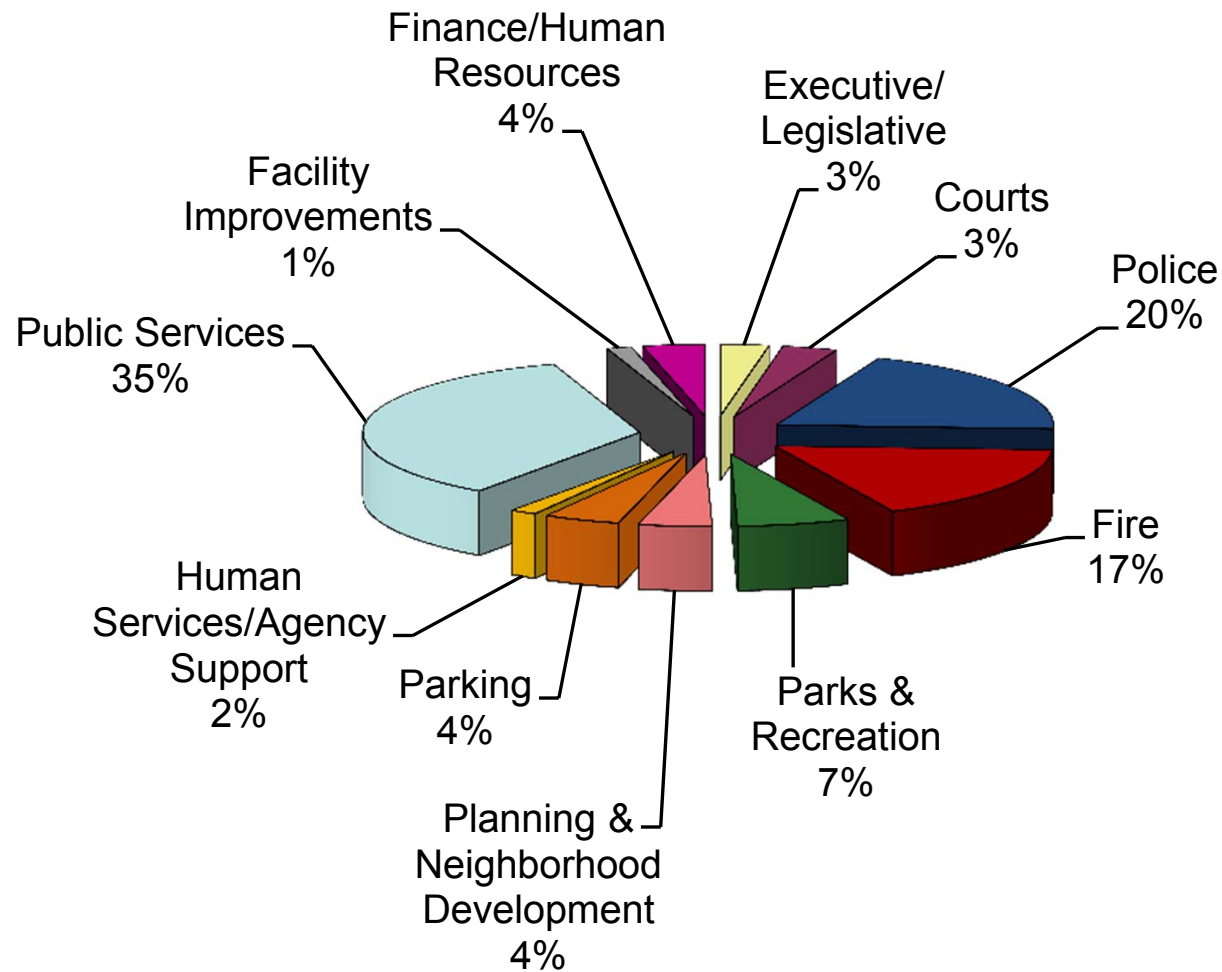
⁽³⁾ The reduction in Police staffing in FY 2013 is due to the transfer of 53 positions to the 9-1-1 Dispatch Center to Ingham County. Police staffing for FY 2013 increased by 11 officers and one Crime Analyst due to grants. Nine (9) additional officers were added in FY 2013.

⁽⁴⁾ Thirty-one (31) positions were transferred from Parks & Recreation to Public Service in FY 2011.

⁽⁵⁾ Eight (8) grant-funded firefighter positions ended in FY 2014.

	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>
Number of employees per 1,000 residents	9.7	9.1	7.8	7.4	7.5	7.4	7.4

Fiscal Year 2015/2016 City All Funds Budget \$196.3 Million



FY 2015/2016 City-Wide Budget by Department/Service Type

<u>Department</u>	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>	<u>Percent of Total Budget</u>
<u>General Government</u>				
City Council	\$ 706,400	\$ -	\$ 706,400	
Internal Auditor	209,200	-	209,200	
Mayor's Office	1,230,100	-	1,230,100	
Financial Empowerment Center	60,000	-	60,000	
Office of Community Media	394,200	-	394,200	
City Attorney's Office	1,915,800	-	1,915,800	
City Clerk	1,060,000	-	1,060,000	
Courts	6,313,200	-	6,313,200	
Finance	5,092,600	-	5,092,600	
Human Resources	2,052,900	-	2,052,900	
Capital Improvements	731,500	150,000	881,500	
Library Building Rental	165,000	-	165,000	
Debt Service	1,260,200	502,170	1,762,370	
Subtotal - General Government	<u>\$ 21,191,100</u>	<u>\$ 652,170</u>	<u>\$ 21,843,270</u>	11.13%
<u>Public Safety</u>				
Police	\$ 38,001,800	\$ 1,130,150	\$ 39,131,950	
Fire	33,840,200	-	33,840,200	
Subtotal - Public Safety	<u>\$ 71,842,000</u>	<u>\$ 1,130,150</u>	<u>\$ 72,972,150</u>	37.17%
<u>Recreation & Culture</u>				
Parks & Recreation - General Fund	\$ 7,891,400	\$ -	\$ 7,891,400	
Parks Capital Improvements	720,000	720,000	1,440,000	
Parks - Golf	518,350	367,650	886,000	
Parks - Cemeteries	425,800	295,500	721,300	
LEPFA/Stadium	1,206,930	770,600	1,977,530	
Subtotal - Recreation & Culture	<u>\$ 10,762,480</u>	<u>\$ 2,153,750</u>	<u>\$ 12,916,230</u>	6.58%
<u>Community Development</u>				
Planning & Neighborhood Development	\$ 1,101,740	\$ 6,421,860	\$ 7,523,600	
Economic Development Corporation	170,000	-	170,000	
Downtown Lansing Incorporated	69,380	670,820	740,200	
Human Relations & Community Services Dept.	1,128,200	-	1,128,200	
Human Services	1,520,000	-	1,520,000	
City Supported Agencies	331,400	-	331,400	
Subtotal - Community Development	<u>\$ 4,320,720</u>	<u>\$ 7,092,680</u>	<u>\$ 11,413,400</u>	5.81%
<u>Public Services</u>				
Public Services	\$ 10,373,700	\$ -	\$ 10,373,700	
Public Services - Roads	1,910,000	16,196,650	18,106,650	
Public Services - Sewer	-	34,035,300	34,035,300	
Public Services - Refuse	-	1,687,600	1,687,600	
Public Services - Recycling	-	4,011,200	4,011,200	
Public Services - Fleet	1,000,000	-	1,000,000	
Subtotal - Public Services	<u>\$ 13,283,700</u>	<u>\$ 55,930,750</u>	<u>\$ 69,214,450</u>	35.26%
Parking System	\$ -	\$ 8,740,500	\$ 8,740,500	4.45%
Vacancy Factor	<u>\$ (800,000)</u>	<u>\$ -</u>	<u>\$ (800,000)</u>	
	<u>\$ 120,600,000</u>	<u>\$ 75,700,000</u>	<u>\$ 196,300,000</u>	

Note: Transfers from other funds are netted out from expenditures so as not to overstate total funding.

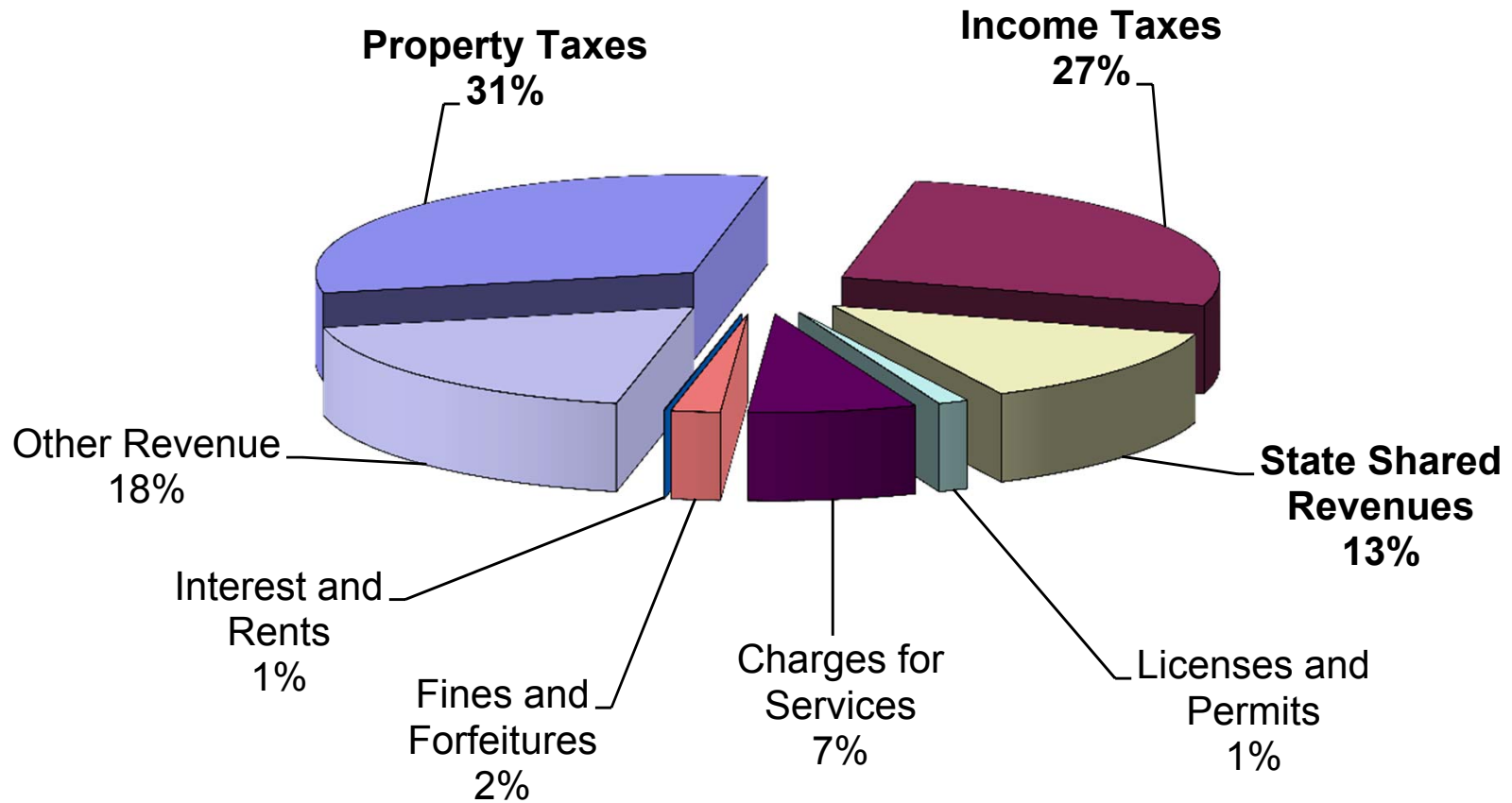
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Fund Summaries

Where the Money Comes From

FY 2015/2016 General Fund Budgeted Revenues

\$120,100,000



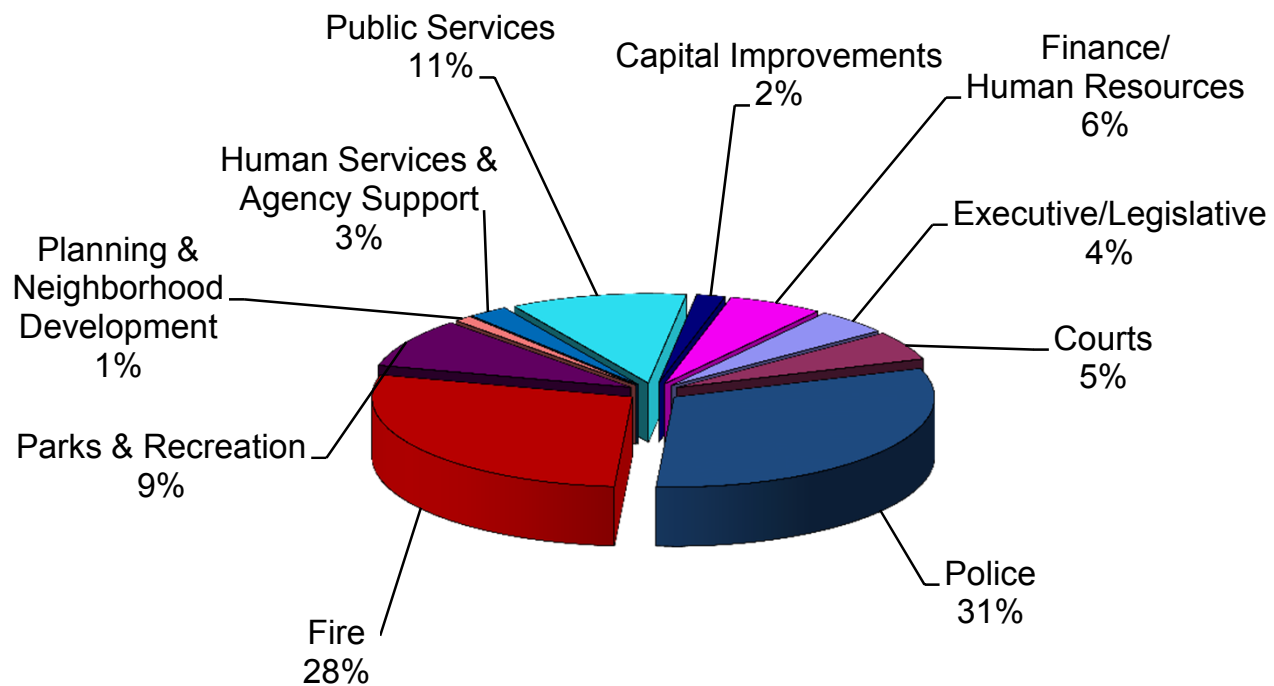
City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
General Fund Revenue (excluding use of reserves)

	FY 2014 <u>Actual</u>	FY 2015 Amended <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Property Taxes</u>					
Non-Dedicated	\$ 27,595,669	\$ 28,197,500	\$ 28,056,707	\$ 28,550,000	1.3%
Dedicated - Police	2,865,200	2,822,250	2,850,000	2,865,000 ⁽¹⁾	1.5%
Dedicated - Fire	2,865,200	2,822,250	2,850,000	2,865,000 ⁽¹⁾	1.5%
Dedicated - Roads	1,910,000	1,881,500	1,898,000	1,910,000 ⁽¹⁾	1.5%
Dedicated - Parks	1,910,000	1,881,500	1,898,000	1,910,000 ⁽¹⁾	1.5%
	<u>\$ 37,146,069</u>	<u>\$ 37,605,000</u>	<u>\$ 37,552,707</u>	<u>\$ 38,100,000</u>	1.3%
Income Taxes	\$ 31,450,913	\$ 31,180,000	\$ 31,660,000	\$ 32,150,000	3.1%
<u>State Revenues</u>					
State Revenue Sharing	\$ 13,630,527	\$ 14,084,595	\$ 14,080,682	\$ 14,358,000	
Fire Reimbursement Grants	1,283,257	1,300,000	1,306,638	1,300,000	
Liquor License Fee	71,262	80,000	75,000	80,000	
	<u>\$ 14,985,046</u>	<u>\$ 15,464,595</u>	<u>\$ 15,462,320</u>	<u>\$ 15,738,000</u>	1.8%
<u>Licenses & Permits</u>					
Business Licenses	\$ 74,090	\$ 79,800	\$ 78,300	\$ 81,300	
Building Licenses & Permits	26,425	26,700	26,100	28,700	
Non-Business Licenses	55,450	51,000	60,500	64,500	
Cable Franchise Fees	1,362,398	1,350,000	1,400,000	1,400,000	
	<u>\$ 1,518,363</u>	<u>\$ 1,507,500</u>	<u>\$ 1,564,900</u>	<u>\$ 1,574,500</u>	4.4%
<u>Charges for Services</u>					
Reimbursements	\$ 2,365,351	\$ 2,106,500	\$ 2,381,500	\$ 2,341,500	
Appeals & Petitions	47,815	49,500	51,500	51,500	
Code Compliance	1,792,389	2,010,100	1,995,060	2,015,100	
Public Safety	3,220,997	3,710,000	3,701,352	3,719,000	
Subscriptions and Information	122	800	800	800	
Work for Others	(46,341)	(129,800)	(17,625)	(4,700)	
Central Stores	343	500	600	500	
Recreation Fees	596,624	558,070	556,057	566,700	
	<u>\$ 7,977,300</u>	<u>\$ 8,305,670</u>	<u>\$ 8,669,244</u>	<u>\$ 8,690,400</u>	4.6%
Fines & Forfeitures	\$ 2,315,596	\$ 2,585,600	\$ 2,228,799	\$ 2,542,100	-1.7%
<u>Interest & Rents</u>					
Interest Income	\$ 49,134	\$ 31,172	\$ 36,596	\$ 36,500	
Rental Income	-	-	-	-	
	<u>\$ 49,134</u>	<u>\$ 31,172</u>	<u>\$ 36,596</u>	<u>\$ 36,500</u>	17.1%
<u>Return on Equity</u>					
Board of Water and Light	\$ 20,608,093	\$ 21,000,000	\$ 21,400,000	\$ 21,700,000	
Sewer Fund	300,000	300,000	300,000	300,000	
	<u>\$ 20,908,093</u>	<u>\$ 21,300,000</u>	<u>\$ 21,700,000</u>	<u>\$ 22,000,000</u>	3.3%
<u>Other Revenues</u>					
Sale of Fixed Assets	\$ 73,140	\$ 8,000	\$ 124,536	\$ 10,000	
Donations & Contributions	107,812	45,000	46,500	52,500	
Miscellaneous	196,357	100,500	221,500	121,000	
	<u>\$ 377,309</u>	<u>\$ 153,500</u>	<u>\$ 392,536</u>	<u>\$ 183,500</u>	19.5%
Total General Fund Revenues before Capital Fund Transfers	<u>\$ 116,727,823</u>	<u>\$ 118,133,037</u>	<u>\$ 119,267,102</u>	<u>\$ 121,015,000</u>	2.4%
Transfers from Capital Funds	\$ 85,000	\$ 866,963	\$ 866,963	\$ 85,000	
Total General Fund Revenues	<u>\$ 116,812,823</u>	<u>\$ 119,000,000</u>	<u>\$ 120,134,065</u>	<u>\$ 121,100,000</u> ⁽²⁾	1.8%

How the Money Is Spent

FY 2015/2016 General Fund Budget

\$120,600,000



City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
General Fund Summary

	FY 2014 <u>Actual</u>	FY 2015 <u>Amended Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Beginning General Fund Balance	\$ 911,429	\$ 1,975,816	\$ 1,975,816	\$ 3,872,816	
Beginning Budget Stab. Fund Balance	4,926,895	5,281,720	5,281,720	5,281,720	
Total General Fund Reserves	<u>\$ 5,838,324</u>	<u>\$ 7,257,536</u>	<u>\$ 7,257,536</u>	<u>\$ 9,154,536</u>	
Revenues (detail on previous page)	\$ 116,812,823	\$ 119,000,000	\$ 120,134,065	\$ 121,100,000	
<u>Expenditures:</u>					
Council	\$ 613,970	\$ 666,400	\$ 633,509	\$ 706,400	6.0%
Internal Audit	175,996	204,650	203,862	209,200	2.2%
Mayor's Office	826,471	875,130	874,277	1,230,100	40.6%
Office of Financial Empowerment	-	-	-	60,000	100.0%
Office of Community Media	336,702	355,750	355,148	394,200	10.8%
District Court	5,285,230	5,776,150	5,674,360	6,089,200	5.4%
Circuit Court Building Rental	188,370	203,300	215,300	224,000	10.2%
City Clerk's Office	906,432	949,360	1,032,194	1,060,000	11.7%
Planning & Neighborhood Development	960,592	825,500	822,076	910,600	10.3%
Finance	4,506,010	5,014,120	4,634,961	5,092,600	1.6%
Human Resources	1,568,469	1,817,300	1,763,917	2,052,900	13.0%
City Attorney's Office	1,417,510	1,605,970	1,593,927	1,915,800	19.3%
Police	34,989,717	38,076,900	37,995,045	37,801,800	-0.7%
Fire	30,805,466	33,406,600	33,447,446	33,840,200	1.3%
Public Service	10,095,380	10,130,100	10,116,225	10,373,700	2.4%
Human Relations & Community Services	926,388	1,045,750	994,473	1,128,200	7.9%
Parks & Recreation	7,741,209	7,420,800	7,394,825	7,891,400	6.3%
Human Services	1,315,770	1,480,000	1,480,000	1,520,000	2.7%
Non-Departmental Expenditures:					
Library Building Rental	154,737	155,000	154,000	165,000	6.5%
Operating Subsidies to Other Funds	3,049,673	2,944,220	2,505,120	2,781,600	-5.5%
City Supported Agencies	328,158	331,400	331,400	331,400	0.0%
Capital Improvements	7,807,200	4,717,600	4,717,600	4,361,500	-7.5%
Debt Service	1,393,571	1,298,000	1,297,400	1,260,200	-2.9%
Vacancy Factor	-	(800,000)	-	(800,000)	0.0%
Total Expenditures	<u>\$ 115,393,021</u>	<u>\$ 118,500,000</u>	<u>\$ 118,237,065</u>	<u>\$ 120,600,000</u>	1.8%
Fund Balance Increase/(Decrease)	\$ 1,419,802	\$ 500,000	\$ 1,897,000	\$ 500,000	
Changes for Fund Balance Restrictions	(590)				
Total Ending Reserves	<u>\$ 7,257,536</u>	<u>\$ 7,757,536</u>	<u>\$ 9,154,536</u>	<u>\$ 9,654,536</u>	24.5%
General Fund Reserves as a Percent of Revenues	6.2%	6.5%	7.6%	8.0%	

Information regarding the budget for each of the departments listed above is contained in the Department Summary section of this document.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Major Streets Special Revenue Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 Projected	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Beginning Fund Balance	\$ 3,909,183	\$ 3,960,220	\$ 3,960,220	\$ 4,247,119	
<u>Revenues</u>					
Gas & Weight Tax Receipts	\$ 7,020,284	\$ 6,389,171	\$ 6,389,171	\$ 6,300,000	-1.4%
Utility Permit Fees (Metro Act)	404,255	425,000	425,000	425,000	0.0%
State Trunkline & Utility Cut Reimbursements	1,527,006	1,823,000	1,413,965	1,450,925	-20.4%
Interest Income	-	-	-	-	0.0%
Miscellaneous Revenue	130,134	42,500	640,519	266,035	526.0%
Use of Existing Bond Proceeds	-	-	-	-	0.0%
Transfer from General Fund	681,652	-	982,276	-	100.0%
Total Revenues	\$ 9,763,331	\$ 8,679,671	\$ 9,850,931	\$ 8,441,960	-2.7%
<u>Expenditures</u>					
<u>Capital</u>					
Major Maintenance	\$ 1,318,996	\$ 1,379,000	\$ 2,597,006	\$ 1,870,000	35.6%
Debt Service	612,854	667,831	620,934	505,800	-24.3%
Subtotal - Capital	\$ 1,931,850	\$ 2,046,831	\$ 3,217,940	\$ 2,375,800	16.1%
<u>Operating</u>					
Administration & Engineering	\$ 1,476,195	\$ 1,681,855	\$ 1,612,899	\$ 1,683,715	0.1%
Routine Road Maintenance	2,084,291	2,274,015	2,102,936	2,316,000	1.8%
Bridge Maintenance	27,877	101,490	72,533	88,050	-13.2%
Winter Maint. - Snow Removal	1,100,171	1,077,809	947,312	1,105,485	2.6%
Trunkline Maintenance	620,754	557,600	405,125	580,600	4.1%
Traffic Administration	32,012	45,000	45,000	50,000	11.1%
Traffic Maintenance	648,144	631,500	630,287	654,000	3.6%
Subtotal - Operating	\$ 5,989,444	\$ 6,369,269	\$ 5,816,092	\$ 6,477,850	1.7%
Transfer to Local Streets Fund	\$ 1,791,000	\$ 530,000	\$ 530,000	\$ 2,546,950	380.6%
Total Expenditures	\$ 9,712,294	\$ 8,946,100	\$ 9,564,032	\$ 11,400,600	27.4%
 Fund Balance Increase/(Decrease)	 \$ 51,037	 \$ (266,429)	 \$ 286,899	 \$ (2,958,640)	
Ending Fund Balance	3,960,220	3,693,791	4,247,119	1,288,479	-65.1%
Amount Designated for Projects	(510,727)				
Less: Amounts Held for Inventories	(821,293)				
Available Fund Balance	2,628,200				
Available Fund Balance as a Percent of Operational Revenues	28.9%			15.3%	

This page is a presentation of the projected results of operations for Major Street (main artery road) operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Major Street Fund in the Department Summary section, under the Public Service Department.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Local Streets Special Revenue Fund

	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2015</u> <u>Projected</u>	<u>FY 2016</u> <u>Adopted</u>	<u>% Change</u> <u>FY15 Adopted</u> <u>FY16 Adopted</u>
Beginning Fund Balance	\$ 253,611	\$ 2,323,104	\$ 2,323,104	\$ 433,469	
<u>Revenues</u>					
Gas & Weight Tax Receipts	\$ 1,900,816	\$ 1,919,586	\$ 1,919,586	\$ 1,800,000	-6.2%
Utility Cut Reimbursements	759,777	750,000	737,876	750,000	0.0%
Interest Income	-	-	-	-	0.0%
Miscellaneous Revenue	-	-	-	-	100.0%
Transfer from General Fund	1,980,700	950,000	950,000	-	-100.0%
Transfer from General Fund - Millage	1,881,500	1,877,600	1,877,600	1,910,000	100.0%
Transfer from Major Streets Fund	1,791,000	530,000	530,000	2,546,950	380.6%
Total Revenues	<u>\$ 8,313,793</u>	<u>\$ 6,027,186</u>	<u>\$ 6,015,062</u>	<u>\$ 7,006,950</u>	16.3%
<u>Expenditures</u>					
<u>Capital</u>					
Major Maintenance	\$ 293,231	\$ 300,000	\$ 1,608,690	\$ 930,000	210.0%
Debt Service	1,366,869	1,306,482	1,360,000	1,359,200	4.0%
Subtotal - Capital	<u>\$ 1,660,100</u>	<u>\$ 1,606,482</u>	<u>\$ 2,968,690</u>	<u>\$ 2,289,200</u>	42.5%
<u>Operating</u>					
Administration & Engineering	\$ 1,015,383	\$ 1,194,945	\$ 1,108,851	\$ 1,171,765	
Surface Maintenance	2,617,703	2,988,302	3,047,318	3,025,885	1.3%
Winter Maintenance	819,056	673,171	643,171	703,450	4.5%
Traffic Administration	18,963	25,000	25,000	30,000	20.0%
Traffic Maintenance	113,095	111,000	111,667	122,700	10.5%
Subtotal - Operating	<u>\$ 4,584,200</u>	<u>\$ 4,992,418</u>	<u>\$ 4,936,007</u>	<u>\$ 5,053,800</u>	1.2%
Total Expenditures	<u>\$ 6,244,300</u>	<u>\$ 6,598,900</u>	<u>\$ 7,904,697</u>	<u>\$ 7,343,000</u>	11.3%
Fund Balance Increase/(Decrease)	\$ 2,069,493	\$ (571,714)	\$ (1,889,635)	\$ (336,050)	
Ending Fund Balance	2,323,104	1,751,390	433,469	97,419	-94.4%
Amount Designated for Projects	(1,320,390)				
Less: Amounts Held for Inventories	(12,087)			(12,000)	
Available Fund Balance	990,627			85,419	
Available Fund Balance as a Percent of Operational Revenues	11.9%			1.4%	

This page is a presentation of the projected results of operations for Local (local access) Street operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Local Street Fund in the Department Summary section, under the Public Service Department.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Federal Drug Enforcement Special Revenue Fund

	<u>FY 2014 Actual</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Projected</u>	<u>FY 2016 Adopted</u>	<u>% Change FY15 Adopted FY16 Adopted</u>
Beginning Fund Balance	\$ -	\$ 90,092	\$ 90,092	\$ 6,182	
<u>Revenues</u>					
Drug Forfeiture Revenues	\$ 313,525	\$ -	\$ 117,690	\$ -	0.0%
Transfers In	15,624	-	-	-	0.0%
Interest Income	-	-	-	-	0.0%
Total Revenues	<u>\$ 329,149</u>	<u>\$ -</u>	<u>\$ 117,690</u>	<u>\$ -</u>	0.0%
<u>Expenditures</u>					
Operations	239,057	201,600	201,600	-	-100.0%
Total Expenditures	<u>\$ 239,057</u>	<u>\$ 201,600</u>	<u>\$ 201,600</u>	<u>\$ -</u>	-100.0%
 Fund Balance Increase/(Decrease)	 \$ 90,092	 \$ (201,600)	 \$ (83,910)	 \$ -	
Ending Fund Balance	\$ 90,092	\$ (111,508)	\$ 6,182	\$ 6,182	-105.5%

This page is a presentation of the projected results of operations for Federal Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Federal Drug Enforcement Fund in the Department Summary section, under the Police Department.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
State/Local Drug Enforcement Special Revenue Fund

	<u>FY 2014 Actual</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Projected</u>	<u>FY 2016 Adopted</u>	<u>% Change FY15 Adopted FY16 Adopted</u>
Beginning Fund Balance	\$ -	\$ 299,615	\$ 299,615	\$ 340,655	
<u>Revenues</u>					
Drug Forfeiture Revenues	\$ 321,150	\$ -	\$ 148,700	\$ -	0.0%
Interest Income	-	-	-	-	0.0%
Total Revenues	<u>\$ 321,150</u>	<u>\$ -</u>	<u>\$ 148,700</u>	<u>\$ -</u>	0.0%
<u>Expenditures</u>					
Operations	\$ 21,535	\$ 47,660	\$ 107,660	\$ 280,650	488.9%
Total Expenditures	<u>\$ 21,535</u>	<u>\$ 47,660</u>	<u>\$ 107,660</u>	<u>\$ 280,650</u>	488.9%
Fund Balance Increase/(Decrease)	\$ 299,615	\$ (47,660)	\$ 41,040	\$ (280,650)	
Ending Fund Balance	\$ 299,615	\$ 251,955	\$ 340,655	\$ 60,005	-76.2%

This page is a presentation of the projected results of operations for State/Local Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the State/Local Drug Enforcement Fund in the Department Summary section, under the Police Department.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Drug Law Enforcement - Tri-County Metro Special Revenue Fund

	<u>FY 2014 Actual</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Projected</u>	<u>FY 2016 Adopted</u>	<u>% Change FY15 Adopted FY16 Adopted</u>
Beginning Fund Balance	\$ 699,949	\$ 694,664	\$ 694,664	\$ 694,664	
<u>Revenues</u>					
Drug Forfeiture Revenues	\$ 196,244	\$ 435,000	\$ 200,000	\$ 424,720	-2.4%
Contributions from Local Units	424,720	425,000	425,000	424,780	-0.1%
Grant Revenue	-	-	-	-	
Interest Income	-	-	-	-	
Operating Transfers	-	-	-	-	
Total Revenues	<u>\$ 620,964</u>	<u>\$ 860,000</u>	<u>\$ 625,000</u>	<u>\$ 849,500</u>	-1.2%
<u>Expenditures</u>					
Ingham-Eaton-Clinton Task Force	\$ 626,249	\$ 860,000	\$ 625,000	\$ 849,500	-1.2%
Total Expenditures	<u>\$ 626,249</u>	<u>\$ 860,000</u>	<u>\$ 625,000</u>	<u>\$ 849,500</u>	-1.2%
Fund Balance Increase/(Decrease)	\$ (5,285)	\$ -	\$ -	\$ -	
Ending Fund Balance	\$ 694,664	\$ 694,664	\$ 694,664	\$ 694,664	0.0%

This page is a presentation of the projected results of operations for Drug Enforcement operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Tri-County Metro Special Revenue Fund in the Department Summary section, under the Police Department.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Building Safety Special Revenue Fund

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Beginning Fund Balance	\$ 600	\$ 168,228	\$ 168,228	\$ 104,083	
<u>Revenues</u>					
Licenses & Permits	\$ 2,257,661	\$ 2,283,550	\$ 2,181,317	\$ 2,237,600	-2.0%
Charges for Services	6,294	2,000	1,065	15,110	655.5%
Miscellaneous	225	150	175	150	100.0%
Transfer from General Fund	-	149,100	-	191,140	28.2%
Total Revenues	<u>\$ 2,264,180</u>	<u>\$ 2,434,800</u>	<u>\$ 2,182,557</u>	<u>\$ 2,444,000</u>	0.4%
Expenditures	<u>\$ 2,096,552</u>	<u>\$ 2,434,800</u>	<u>\$ 2,246,702</u>	<u>\$ 2,444,000</u>	0.4%
Fund Balance Increase/(Decrease)	\$ 167,628	\$ -	\$ (64,145)	\$ -	
Ending Fund Balance	\$ 168,228	\$ 168,228	\$ 104,083	\$ 104,083	

This page is a presentation of the projected results of operations for Building Safety operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Building Safety Fund in the Department Summary section, under Planning and Neighborhood Development.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Federal Entitlement Grant Special Revenue Funds

	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2015</u> <u>Projected</u>	<u>FY 2016</u> <u>Adopted</u>	<u>% Change</u> <u>FY15 Adopted</u> <u>FY16 Adopted</u>
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)					
<u>Revenues</u>					
Federal Grants	\$ 4,239,524	\$ 1,870,009	\$ 1,870,009	\$ 2,414,490	29.1%
Total CDBG Revenues	<u>\$ 4,239,524</u>	<u>\$ 1,870,009</u>	<u>\$ 1,870,009</u>	<u>\$ 2,414,490</u>	29.1%
<u>Expenditures</u>					
General Administration	\$ 345,618	\$ 548,976	\$ 548,976	\$ 440,135	-19.8%
Single Family Rehab Program	2,929,164	1,070,004	1,070,004	1,577,895	47.5%
Public Improvements	265,526	-	-	-	0.0%
Neighborhood Community Services	104,058	117,400	117,400	237,400	102.2%
Economic Development	595,163	133,629	133,629	159,060	19.0%
Total CDBG Expenditures	<u>\$ 4,239,529</u>	<u>\$ 1,870,009</u>	<u>\$ 1,870,009</u>	<u>\$ 2,414,490</u>	29.1%
HOME GRANT					
<u>Revenues</u>					
Federal Grants	\$ 913,001	\$ 623,545	\$ 783,919	\$ 1,567,837	151.4%
Program Income	30,596	-	23,888	20,000	
Total HOME Grant Revenues	<u>\$ 943,597</u>	<u>\$ 623,545</u>	<u>\$ 807,807</u>	<u>\$ 1,587,837</u>	154.6%
<u>Expenditures</u>					
General Administration	\$ 479,815	\$ 349,782	\$ 264,278	\$ 544,523	55.7%
Single Family Building Rehab	203,526	243,415	372,453	528,746	117.2%
HOME Rehab. LISC & HRC	260,253	30,348	171,076	514,568	1595.6%
Total HOME Expenditures	<u>\$ 943,594</u>	<u>\$ 623,545</u>	<u>\$ 807,807</u>	<u>\$ 1,587,837</u>	154.6%
EMERGENCY SOLUTIONS GRANT (ESG)					
<u>Revenues</u>					
Federal Grants	\$ 133,005	\$ 154,673	\$ 154,673	\$ 166,686	7.8%
Total ESG Revenues	<u>\$ 133,005</u>	<u>\$ 154,673</u>	<u>\$ 154,673</u>	<u>\$ 166,686</u>	7.8%
<u>Expenditures</u>					
Emergency Shelter Operations	\$ 133,006	\$ 154,673	\$ 154,673	\$ 166,686	7.8%
Total ESG Expenditures	<u>\$ 133,006</u>	<u>\$ 154,673</u>	<u>\$ 154,673</u>	<u>\$ 166,686</u>	7.8%

This page is a presentation of the projected results of operations for the City's Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant (ESG) operations. For narrative information of operations and a more detailed view of expenditures, please refer to Planning and Neighborhood Development in the Department Summary section.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Cooley Law School Stadium Special Revenue Fund

	<u>FY 2014 Actual</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Projected</u>	<u>FY 2016 Adopted</u>	<u>% Change FY15 Adopted FY16 Adopted</u>
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 410,000	
<u>Revenues</u>					
Operating Revenues	\$ 293,652	\$ 290,000	\$ 290,000	\$ 402,000	38.6%
Olds Park Stadium Naming Rights	118,585	120,000	120,000	120,000	0.0%
Interest Income	-	-	-	-	0.0%
Transfer from General Fund	386,363	290,000	-	-	-100.0%
Total Revenues	<u>\$ 798,600</u>	<u>\$ 700,000</u>	<u>\$ 410,000</u>	<u>\$ 522,000</u>	-25.4%
<u>Expenditures</u>					
Debt Service	\$ 798,600	\$ 700,000	\$ -	\$ 770,600	10.1%
Total Expenditures	<u>\$ 798,600</u>	<u>\$ 700,000</u>	<u>\$ -</u>	<u>\$ 770,600</u>	10.1%
Fund Balance Increase/(Decrease)	\$ -	\$ -	\$ 410,000	\$ (248,600)	
Ending Fund Balance	\$ -	\$ -	\$ 410,000	\$ 161,400	0.0%
Fund Balance as a Percent of Operational Revenues	0.0%	0.0%	100.0%	30.9%	

This page is a presentation of the projected results of operations for City support of Cooley Law School stadium operations.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Municipal Parking System Enterprise Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Beginning Working Capital	\$ 9,469,627	\$ 7,763,645	\$ 7,763,645	\$ 7,502,095	
<u>Revenues</u>					
Parking Revenue	\$ 7,453,254	\$ 6,398,400	\$ 6,265,644	\$ 6,573,350	2.7%
Baseball Revenue	-	48,000	48,173	45,000	-6.3%
Parking Fines	-	600,000	664,836	600,000	0.0%
Interest	3,881	-	370	1,740	100.0%
Loan Forgiveness (Townsend Ramp)	1,702,664	-	-	-	
Capital Lease Payment	-	2,235,000	-	-	-100.0%
Other Revenue	875,107	27,400	535,538	545,626	0.0%
Total Revenues	<u>\$ 10,034,906</u>	<u>\$ 9,308,800</u>	<u>\$ 7,514,561</u>	<u>\$ 7,765,716</u>	-16.6%
<u>Expenditures</u>					
Administration	\$ 1,392,195	\$ 1,877,966	\$ 1,383,780	\$ 1,799,472	-4.2%
Operations	1,277,000	1,508,256	1,289,763	1,548,720	2.7%
Maintenance	315,386	635,000	502,729	580,000	-8.7%
South Capital Avenue Ramp	98,148	355,000	165,474	480,000	35.2%
North Grand Avenue Ramp	397,831	755,000	612,069	507,700	-32.8%
North Capital Avenue Ramp	617,074	342,000	369,441	348,740	2.0%
Townsend Street Ramp	140,457	210,000	190,664	205,000	-2.4%
Baseball Operations	78,056	64,800	56,177	67,343	3.9%
Debt Service	3,496,649	4,908,978	3,206,014	3,203,525	-34.7%
Total Expenditures	<u>\$ 7,812,796</u>	<u>\$ 10,657,000</u>	<u>\$ 7,776,111</u>	<u>\$ 8,740,500</u>	-18.0%
Working Capital Increase/(Decrease)	\$ 2,222,110	\$ (1,348,200)	\$ (261,550)	\$ (974,784)	
Ending Working Capital	\$ 7,763,645	\$ 6,415,445	\$ 7,502,095	\$ 6,527,311	1.7%

This page is a presentation of the projected results of operations for Parking operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Parking Fund in the Department Summary section, under Planning and Neighborhood Development.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Sewage Disposal System Enterprise Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Beginning Working Capital	\$ 21,669,724	\$ 23,891,420	\$ 23,891,420	\$ 21,073,192	
<u>Revenues</u>					
Sewer Charges	\$ 31,760,916	\$ 32,746,804	\$ 31,929,924	\$ 32,645,100	-0.3%
Interest Income	221,408	300,000	204,000	191,250	-36.3%
Low Income Credit	(1,218)	(2,000)	(1,060)	(2,000)	0.0%
Miscellaneous Income	47,773	10,000	33,941	10,000	0.0%
Existing Bond Proceeds	1,098,934	-	28,201	-	0.0%
Total Revenues	<u>\$ 33,127,813</u>	<u>\$ 33,054,804</u>	<u>\$ 32,195,006</u>	<u>\$ 32,844,350</u>	-0.6%
<u>Expenditures</u>					
Administration & General	\$ 9,965,954	\$ 11,926,568	\$ 10,396,783	\$ 11,802,041	-1.0%
Sewer Maintenance	1,845,573	2,445,812	2,104,199	2,464,200	0.8%
Pumping Stations	1,463,485	1,580,578	1,453,468	1,533,532	-3.0%
Industrial Laboratory	174,510	275,409	202,443	264,743	-3.9%
Return on Equity - General Fund	300,000	300,000	300,000	300,000	0.0%
Total Expenses	<u>\$ 13,749,522</u>	<u>\$ 16,528,367</u>	<u>\$ 14,456,893</u>	<u>\$ 16,364,516</u>	-1.0%
Debt Service	\$ 18,369,160	\$ 16,357,137	\$ 16,357,137	\$ 15,980,784	-2.3%
Capital Projects	\$ 766,709	\$ 2,855,000	\$ 4,199,204	\$ 1,690,000	-40.8%
Total Budgeted Uses	<u>\$ 32,885,391</u>	<u>\$ 35,740,504</u>	<u>\$ 35,013,234</u>	<u>\$ 34,035,300</u>	-4.8%
 Working Capital Increase/(Decrease)	 \$ 242,422	 \$ (2,685,700)	 \$ (2,818,228)	 \$ (1,190,950)	
Ending Working Capital	\$ 23,891,420	\$ 21,205,720	\$ 21,073,192	\$ 19,882,242	-6.2%

This page is a presentation of the projected results of operations of the City's sanitary sewer operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Sewer Fund in the Department Summary section, under the Public Service Department.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Refuse Disposal System Enterprise Fund

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Beginning Working Capital	\$ 66,555	\$ 7,949	\$ 7,949	\$ 98,324	
<u>Revenues</u>					
Operating Income	\$ 1,655,799	\$ 1,672,054	\$ 1,669,947	\$ 1,672,054	0.0%
Interest Income	8,402	7,500	7,500	7,500	0.0%
Total Revenues	<u>\$ 1,664,201</u>	<u>\$ 1,679,554</u>	<u>\$ 1,677,447</u>	<u>\$ 1,679,554</u>	0.0%
<u>Expenditures</u>					
Bag Refuse Disposal	\$ 1,722,807	\$ 1,665,300	\$ 1,587,072	\$ 1,687,600	1.3%
Total Expenditures	<u>\$ 1,722,807</u>	<u>\$ 1,665,300</u>	<u>\$ 1,587,072</u>	<u>\$ 1,687,600</u>	1.3%
Working Capital Increase/(Decrease)	\$ (58,606)	\$ 14,254	\$ 90,375	\$ (8,046)	
Ending Working Capital	\$ 7,949	\$ 22,203	\$ 98,324	\$ 90,278	306.6%

This page is a presentation of the projected results of operations of the City's garbage collection operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Garbage and Refuse Fund in the Department Summary section, under the Public Service Department.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Municipal Recycling Enterprise Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Beginning Working Capital	\$ 1,048,666	\$ 1,306,163	\$ 1,306,163	\$ 1,328,150	
<u>Revenues</u>					
Operating Income	\$ 3,497,475	\$ 3,619,250	\$ 3,625,311	\$ 3,623,000	0.1%
Sale of Recycled Materials	11,061	12,000	5,500	6,000	-50.0%
Interest Income	-	-	-	-	0.0%
Bond Proceeds	1,737,700	-	-	-	0.0%
Total Revenues	<u>\$ 5,246,236</u>	<u>\$ 3,631,250</u>	<u>\$ 3,630,811</u>	<u>\$ 3,629,000</u>	-0.1%
<u>Expenditures</u>					
Recycling Operations	\$ 2,130,117	\$ 2,533,097	\$ 2,335,281	\$ 2,602,179	2.7%
Composting	1,052,549	1,424,503	1,213,201	1,409,021	-1.1%
Capital	1,806,073	-	60,342	-	0.0%
Total Expenditures	<u>\$ 4,988,739</u>	<u>\$ 3,957,600</u>	<u>\$ 3,608,824</u>	<u>\$ 4,011,200</u>	1.4%
Working Capital Increase/(Decrease)	\$ 257,497	\$ (326,350)	\$ 21,987	\$ (382,200)	
Ending Working Capital	\$ 1,306,163	\$ 979,813	\$ 1,328,150	\$ 945,950	-3.5%

This page is a presentation of the projected results of operations of the City's recycling operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Recycling Fund in the Department Summary section, under the Public Service Department.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Municipal Cemeteries Enterprise Fund

	<u>FY 2014 Actual</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Projected</u>	<u>FY 2016 Adopted</u>	<u>% Change FY15 Adopted FY16 Adopted</u>
Beginning Working Capital	\$ 98,080	\$ 124,018	\$ 124,018	\$ 155,637	
<u>Revenues</u>					
Cemetery Service Revenue	\$ 209,484	\$ 188,450	\$ 209,374	\$ 209,300	11.1%
Sale of Lots	73,494	90,000	73,500	73,500	-18.3%
Other	6,587	1,000	4,550	6,000	500.0%
Transfer from Perpetual Care	6,703	5,000	6,700	6,700	34.0%
Transfer from Parks Millage Fund	451,400	412,120	412,120	425,800	3.3%
Transfer from General Fund	-	-	-	-	0.0%
Total Revenues	<u>\$ 747,668</u>	<u>\$ 696,570</u>	<u>\$ 706,244</u>	<u>\$ 721,300</u>	3.6%
<u>Expenditures</u>					
Administration	\$ 178,869	\$ 204,144	\$ 235,455	\$ 216,939	6.3%
Cemetery Ground Maintenance	527,211	473,426	423,520	488,711	3.2%
Transfer to Perpetual Care Fund	15,650	19,000	15,650	15,650	-17.6%
Total Expenditures	<u>\$ 721,730</u>	<u>\$ 696,570</u>	<u>\$ 674,625</u>	<u>\$ 721,300</u>	3.6%
Working Capital Increase/(Decrease)	\$ 25,938	\$ -	\$ 31,619	\$ -	
Ending Working Capital	\$ 124,018	\$ 124,018	\$ 155,637	\$ 155,637	25.5%

This page is a presentation of the projected results of operations for the operations of the City's Evergreen, Mt. Hope, and North Cemetery operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Cemetery Fund in the Department Summary section, under Parks and Recreation.

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Municipal Golf Courses Enterprise Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Beginning Working Capital	\$ 2,786	\$ -	\$ -	\$ 8,439	
<u>Revenues</u>					
Greens Fees	\$ 237,095	\$ 247,000	\$ 227,000	\$ 238,000	-3.6%
Equipment Rentals	104,608	106,500	104,000	105,200	-1.2%
Concessions	23,885	19,000	23,000	24,450	28.7%
Other Revenue	979	-	-	-	0.0%
Transfers In - General Fund	42,184	-	-	-	0.0%
Transfers In - Parks Millage	521,000	555,200	555,200	518,350	-6.6%
Total Revenues	<u>\$ 929,751</u>	<u>\$ 927,700</u>	<u>\$ 909,200</u>	<u>\$ 886,000</u>	-4.5%
<u>Expenditures</u>					
Groesbeck Golf Course	\$ 892,085	\$ 887,700	\$ 865,761	\$ 851,000	-4.1%
Sycamore Golf Course	40,452	40,000	35,000	35,000	-12.5%
Total Expenditures	<u>\$ 932,537</u>	<u>\$ 927,700</u>	<u>\$ 900,761</u>	<u>\$ 886,000</u>	-4.5%
Working Capital Increase/(Decrease)	\$ (2,786)	\$ -	\$ 8,439	\$ -	
Ending Working Capital	\$ -	\$ -	\$ 8,439	\$ 8,439	

This page is a presentation of the projected results of operations for the operations of the City's Groesbeck and Sycamore golf course operations. For narrative information of operations and a more detailed view of expenditures, please refer to the Golf Fund in the Department Summary section, under Parks and Recreation.

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Department Summaries

City Council

Description

As the City's legislative branch, the City Council is responsible for the adoption and amendment of ordinances in accordance with the City Charter and State law. The City Council is also vested with oversight and investigative powers and is charged with creating City policy through the adoption of resolutions. At Council Committee of the Whole and regularly scheduled Committee meetings, Council reviews proposals from the Administration and offers citizens an opportunity to make suggestions for the improvement of the City and City operations. The City Council, as required by Charter, adopts an annual City budget, designating appropriations and the amount to be raised by taxation for general purposes and payment of principal and interest on its indebtedness. The Council also works directly with other governmental, business, and community groups to resolve regional and neighborhood issues.

CITY COUNCIL

	FY 2014	FY 2015	FY 2015	FY 2016	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Adopted</u>	<u>FY15 Adopted</u> <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 442,941	\$ 458,801	\$ 436,688	\$ 489,340	6.7%
Operating	171,029	207,599	196,821	217,060	4.6%
Total	<u>\$ 613,970</u>	<u>\$ 666,400</u>	<u>\$ 633,509</u>	<u>\$ 706,400</u>	6.0%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

Changes in personnel costs reflect recommendations by the Elected Officers' Compensation Commission (EOCC) for City councilmembers. In addition to the EOCC recommendations, cost increases in personnel costs are driven mainly by changes in election of healthcare coverage by staff and increases in retiree healthcare and pension costs.

INTERNAL AUDIT

Description

The Internal Auditor is established by City Charter to review the City's financial compliance in accordance with Council policy. The Internal Auditor works under the direction of the City Council in reviewing external audits of financial transactions and procedures. The Internal Auditor also performs routine audits of other City business. The Internal Auditor is appointed by and is responsible to the City Council. The mission of the Internal Auditor's office is to follow the City Charter, to improve the accountability for public funds and to improve operations of city government for the benefit of the citizens of the City of Lansing.

INTERNAL AUDIT

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 167,084	\$ 193,711	\$ 192,177	\$ 196,394	1.4%
Operating	8,912	10,939	11,685	12,806	17.1%
Total	<u>\$ 175,996</u>	<u>\$ 204,650</u>	<u>\$ 203,862</u>	<u>\$ 209,200</u>	2.2%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

Changes in personnel costs are driven mainly by increases in retiree healthcare and pension costs. Operating cost increases are attributable to separation of telephone charges from City Council for FY 2016.

Mayor's Office

Description

As Lansing's Chief Executive Officer, the Mayor's mission is to exercise supervision and coordination over the various Departments of City government, and provide that the laws, ordinances and regulations of the City are enforced. The Mayor is also empowered under the City Charter to suppress disorder and enforce the laws of the State, and is charged with the duty to make proposals to the Council for meeting the needs and addressing the problems of the City. Other duties, subject to delegation, include the development and preparation of the budget, response to audit reports, management of real property, reducing discrimination and promoting mutual understanding, annually reporting on affirmative action status, and citizen complaint investigation and response. Mayor's Office staff work with Council committees to respond to informational needs and concerns, respond to citizen inquiries and complaints, and work with residents and citizen groups for City improvement and to implement City initiatives.

The Mayor's Office coordinates the implementation of the LansingStat management evaluation program to promote the efficient and cost-effective provision of essential City services. The Mayor's Office supports the activities of the Live Green Lansing Initiative to promote local and regional efforts to conserve energy, reduce carbon emissions and increase the use of renewable energy. The Mayor's Office also supports the activities of the Office of Community and Faith-Based Initiatives, the Office of Community Media, the Office of Financial Empowerment, the Mayor's Commission on Celebrating Diversity, the Mayor's Neighborhood Advisory Council, the Lansing Regional Sister Cities Commission, and a variety of community-based task forces.

MAYOR'S OFFICE

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 696,278	\$ 743,293	\$ 729,140	\$ 878,350	18.2%
Operating	130,193	131,837	145,137	351,750	166.8%
Total	<u>\$ 826,471</u>	<u>\$ 875,130</u>	<u>\$ 874,277</u>	<u>\$ 1,230,100</u>	40.6%

Budgetary Explanations

Changes in personnel costs reflect recommendations by the Elected Officers' Compensation Commission (EOCC) for the Mayor. In addition to the EOCC recommendations, cost increases in personnel costs are driven by the conversion to full-time employment of an employee formerly under contract and increases in retiree healthcare and pension costs.

The Increase in operating costs for FY 2016 is due mainly to a change to the budget by City Council to move \$200,000 funding that was included in the proposed budget for an Office of Inspector General for the Board of Water and Light to the Mayor's Office for an operational audit of the Board and Water of Light.

Office of Financial Empowerment

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ -	\$ -	\$ -	\$ 42,440	100.0%
Operating	-	-	-	17,560	100.0%
Total	-	-	-	\$ 60,000	100.0%

Budgetary Explanations

The Office of Financial Empowerment has been funded for the past two years by a grant from the Bloomberg Foundation. Grant funding for this program ends December, 2015, half-way through the fiscal year. Due to the documented success of this program, funding for this program will continue in partnership between the City, Capital Area Community Services, Community Development Block Grant (CDBG) funding, and donations from area organizations. This amount represents General Fund funding for the program. CDBG funds from the City will cover \$100,000 of costs, with the remaining funds in the amount of \$32,000 coming from grants and donations.

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OFFICE OF COMMUNITY MEDIA

Description

The Office of Community Media (OCM) administers the City's Public, Educational and Government (PEG) digital media network under the auspices of the Lansing Public Media Center. The LPMC manages day-to-day operations of the City's government channel (GOV-TV) and Lansing's Public Access Channel (PUB-TV). The LPMC is also responsible for developing and implementing strategies to build community capacity in the production of local origination programming; creating and managing partnerships that leverage the PEG network to foster educational and career opportunities for Lansing residents in digital media, broadcasting and related fields; and leading efforts to collaborate with regional partners toward the establishment of a regional Community Media Center.

OFFICE OF COMMUNITY MEDIA

	FY 2014	FY 2015	FY 2015	FY 2016	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Adopted</u>	<u>FY15 Adopted</u> <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 313,429	\$ 324,098	\$ 324,098	\$ 361,005	11.4%
Operating	23,273	31,652	31,050	33,195	4.9%
Total	<u>\$ 336,702</u>	<u>\$ 355,750</u>	<u>\$ 355,148</u>	<u>\$ 394,200</u>	10.8%

Budgetary Explanations

Changes in personnel costs result from additional contractual assistance funded by operational dollars available through Public Education and Government (PEG) funding, as well as projected increases in healthcare and pension costs.

In FY 2016, the Office of Community Media and Lansing Public Media Center has several initiatives. We will expand our educational and outreach offerings based on increased demand, as well as provide more equipment for our member producers to continue producing quality community media. Demand for the production equipment has continued to increase, with many weekends being completely "sold out," with some citizens left without the ability check out cameras. Flooring and HVAC upgrades will also be made at the SWOC Drill Hall in order to convert it into a viable studio for the public's use, and several upgrades will be made to the GOV-TV operations in the City Council chambers at Council's request.

CITY CLERK

Description

The Office of the City Clerk is responsible for the orderly conduct of all elections in the City of Lansing and for the processing of all voter registration records of its citizens. The City Clerk oversees the proper maintenance of records for the City, and prepares Agendas and printed Proceedings for the Lansing City Council. A number of business licenses are processed through the Office of the City Clerk, including the regulation of Peddlers & Transient Merchants, Vehicles for Hire, and Cabarets. The City Clerk serves as the recording secretary to the Board of Ethics, administers all oaths required for municipal purposes by law and is an approved United States Passport Acceptance Facility.

CITY CLERK'S OFFICE

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 647,746	\$ 752,941	\$ 757,703	\$ 779,491	3.5%
Operating	258,686	196,419	274,491	280,509	42.8%
Total	<u>\$ 906,432</u>	<u>\$ 949,360</u>	<u>\$ 1,032,194</u>	<u>\$ 1,060,000</u>	11.7%

Budgetary Explanations

Changes in personnel costs reflect recommendations by the Elected Officers' Compensation Commission (EOCC) for the City Clerk.

Operational cost increases result from next year's Presidential primary and general elections, for which the City will receive reimbursement.

54-A DISTRICT COURT

Description

The mission of the 54-A District Court is to provide access to trial court services for all persons as needed, employing available resources and working in partnership with the community to afford efficient and courteous service. This mission is carried out through efficient case flow management from pre-adjudication to post-adjudication; conducting arraignments, preliminary felony exams, trials, sentencing, and probation; including operating full service divisions (Traffic, Civil, Criminal, and Probation).

The District Court handles four types of cases: (1) Criminal (misdemeanors and felonies reduced to misdemeanors); (2) Civil (small claims jurisdiction up to \$5,000, general civil jurisdiction up to \$25,000, and landlord-tenant disputes); (3) traffic violations (formal and informal hearings); and (4) City Ordinance violations.

For the majority of its cases, the District Court works with the Ingham County Prosecutor's Office, the Office of the City Attorney, and the Lansing Police Department. Additional support services provided by City of Lansing staff include finance, budgeting, personnel, information technology, operational services, and building maintenance.

The District Court fund and budget are self-contained operations. The District Court budget expenditure and the Court-related revenue are accounted for in a separate fund during the fiscal year, and then both expenditures and revenues are returned to the General Fund at June 30. This accounting convention effectively makes the Court a General Fund agency, with special budget considerations attached to its status as the judicial branch of government.

COURTS

54-A District Court & Probation

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Court Appropriation</u>					
Personnel	\$ 4,431,171	\$ 4,831,831	\$ 4,714,620	\$ 5,058,750	4.7%
Operating	854,059	944,319	959,740	1,030,450	9.1%
Total	<u>\$ 5,285,230</u>	<u>\$ 5,776,150</u>	<u>\$ 5,674,360</u>	<u>\$ 6,089,200</u>	5.4%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

Increases in personnel costs are attributed mainly to wage increases and projected increases in pension and retiree healthcare costs.

The increase in operational costs is due largely to a projected increase in interpreter costs.

COURTS

Circuit Court Building Rental

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ -	\$ -	\$ -	\$ -	
Operating	188,370	203,300	215,300	224,000	10.2%
Total	<u>\$ 188,370</u>	<u>\$ 203,300</u>	<u>\$ 215,300</u>	<u>\$ 224,000</u>	10.2%

Budgetary Explanations

By State law, the City is obligated to provide a facility for the Circuit Court, which is operated by Ingham County. The budget for the Circuit Court is for facility rent only. The increase in FY 2015 was the result of a change in State law which ends State reimbursements that previously offset some facility costs.

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PLANNING & NEIGHBORHOOD DEVELOPMENT

Description

The Planning and Neighborhood Development Department's (PND) five offices work together as a team to provide a wide range of services, from zoning, planning, and historic preservation, to building plan review and inspections, to homeownership and homeless assistance, and parking services.

Its mission is to foster economic growth through placemaking and the use of best practices in planning and development services, to a level capable of providing a high quality of life for Lansing residents and continuous support for the City's services and infrastructure.

The PND Administration and Planning Offices are funded through the General Fund. The Development, Building Safety, and Parking Services Offices operate primarily through Special Revenue Funds.

Organization

The Planning Office provides comprehensive, long- and short-range planning services to residents, neighborhoods, business and industry. It is responsible under state law, local ordinance and city charter to process, analyze, and provide recommendations to the Planning Board, Board of Zoning Appeals, and Historic District Commission, as well as various other city boards & committees regarding land use control and capital improvement requests. The Planning Office also provides zoning, land use, flood plain, historic preservation and other types of physical information and code interpretation to the general public; approves building permits, demolition permits, sign permits, site plans; and a variety of required licenses for compliance with the Zoning and Sign Codes.

The Building Safety Office processes every building, sign, mechanical, electrical, plumbing, and fence permit in the City. It conducts inspections, reviews architectural plans for compliance with the Michigan Building Code, and staffs the Plumbing, Mechanical, and Electrical Boards, and the Building Board of Appeals. The BSO is operated as a Special Revenue Fund, in accordance with state law.

The Development Office provides homeownership and homelessness assistance with more than \$2 million in grants from the Community Development Block Grant (CDBG), HOME, Emergency Solutions Grant (ESG) programs received annually by the City. These funds leverage millions of dollars of other public and private investment to improve housing and neighborhoods in the city. In addition to these programs, the Development Division also administers the Neighborhood Stabilization Program, Lead Based Paint Abatement, and the Floodplain Abatement FEMA programs.

The Parking Services Office offers a wide variety of economical parking options - including four downtown parking ramps, several parking lots, and on-street meters. It has several payment options, each designed to meet the needs of daily long-term parkers, and parkers with less frequent parking needs. The PSO provides administrative support to the Lansing Police Department relative to its enforcement of parking regulations, which provides safety and turnover parking. The Parking Services Office also has an important role in downtown development – securing properties for future development, and installing parking facilities as an interim use.

PLANNING & NEIGHBORHOOD DEVELOPMENT DEPARTMENT SUMMARY

Department Appropriation

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted <u>FY16 Adopted</u>
Planning & Neighborhood					
Development - General Fund	\$ 960,592	\$ 825,500	\$ 822,076	\$ 910,600	10.3%
Building Safety Fund	2,096,552	2,434,800	2,246,702	2,444,000	0.4%
CDBG Fund	4,239,529	1,870,009	1,870,009	2,414,490	29.1%
HOME Grant Fund	943,597	623,545	807,807	1,587,837	154.6%
Emergency Solutions Grant	133,006	154,673	154,673	166,686	7.8%
Parking Fund	7,812,796	10,657,000	7,776,111	8,740,500	-18.0%
Total P&ND	<u>\$ 16,186,072</u>	<u>\$ 16,565,527</u>	<u>\$ 13,677,378</u>	<u>\$ 16,264,113</u>	-1.8%

Budgetary Explanations

Services provided by the Planning and Neighborhood Development Department are incorporated in the City's General Fund, Building Safety, Parking, and federally-funded Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant Funds.

Information for the Planning and Neighborhood Development Department's funds is provided in the following pages.

PLANNING & NEIGHBORHOOD DEVELOPMENT General Fund (Administration and Planning)

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 715,827	\$ 594,726	\$ 593,487	\$ 635,538	6.9%
Operating	244,765	230,774	228,589	275,062	19.2%
Total	<u>\$ 960,592</u>	<u>\$ 825,500</u>	<u>\$ 822,076</u>	<u>\$ 910,600</u>	10.3%

Budgetary Explanations

Increases in projected personnel costs result from a change in allocation of staff funding formerly covered by grants, as well as wage increases and increased pension and retiree healthcare costs. A reorganization of staffing will assist in ensuring the inclusivity of planning and development proposals.

The increase in operational costs result from a change in office space rental charges.

Included in the Capital Improvement Program section of the budget is the third phase of the Form Based Code project, a regulatory reform aimed at creating mixed use, transit oriented development, and higher densities downtown along business corridors.

PLANNING & NEIGHBORHOOD DEVELOPMENT
Building Safety Special Revenue Fund

	<u>FY 2014 Actual</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Projected</u>	<u>FY 2016 Adopted</u>	<u>% Change FY15 Adopted FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 1,663,376	\$ 1,931,119	\$ 1,752,828	\$ 1,931,189	0.0%
Operating	433,176	503,681	493,874	512,811	1.8%
Total	<u>\$ 2,096,552</u>	<u>\$ 2,434,800</u>	<u>\$ 2,246,702</u>	<u>\$ 2,444,000</u>	0.4%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

PLANNING & NEIGHBORHOOD DEVELOPMENT
Community Development Block Grant (CDBG)
Special Revenue Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 696,125	\$ 978,752	\$ 978,752	\$ 792,265	-19.1%
Operating	3,543,404	891,257	891,257	1,622,225	82.0%
Total	<u>\$ 4,239,529</u>	<u>\$ 1,870,009</u>	<u>\$ 1,870,009</u>	<u>\$ 2,414,490</u>	29.1%

Budgetary Explanations

Detailed information for CDBG, HOME, and Emergency Solutions grants for FY 2016 are available in the Consolidated Action plan, available on the City's website.

The decrease in personnel costs is due to a change in allocation of existing personnel. The increase in operational costs reflect increases in projected grant resources and operational programming.

PLANNING & NEIGHBORHOOD DEVELOPMENT HOME Grant Special Revenue Fund

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 105,682	\$ 180,072	\$ 180,000	\$ 456,269	153.4%
Operating	837,915	443,473	627,807	1,131,568	155.2%
Total	<u>\$ 943,597</u>	<u>\$ 623,545</u>	<u>\$ 807,807</u>	<u>\$ 1,587,837</u>	154.6%

Budgetary Explanations

Detailed information for CDBG, HOME, and Emergency Solutions grants for FY 2016 are available in the Consolidated Action plan, available on the City's website.

The increase in personnel costs is due to a change in allocation of existing personnel. The increase in operational costs reflect increases in projected grant resources and operational programming.

PLANNING & NEIGHBORHOOD DEVELOPMENT

Emergency Solutions Grant Special Revenue Fund

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ -	\$ -	\$ -	\$ -	
Operating	133,006	154,673	154,673	166,686	7.8%
Transfers	-	-	-	-	
Total	<u>\$ 133,006</u>	<u>\$ 154,673</u>	<u>\$ 154,673</u>	<u>\$ 166,686</u>	7.8%

Budgetary Explanations

Detailed information for CDBG, HOME, and Emergency Solutions grants for FY 2016 are available in the Consolidated Action plan, available on the City's website.

PLANNING & NEIGHBORHOOD DEVELOPMENT

Parking Enterprise Fund

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 1,764,032	\$ 2,371,092	\$ 1,924,122	\$ 2,445,716	3.1%
Operating	1,862,396	2,389,430	2,005,778	2,276,259	-4.7%
Capital	689,719	987,500	640,197	815,000	-17.5%
Debt Service	3,496,649	4,908,978	3,206,014	3,203,525	-34.7%
Total	<u>\$ 7,812,796</u>	<u>\$ 10,657,000</u>	<u>\$ 7,776,111</u>	<u>\$ 8,740,500</u>	-18.0%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

Changes in personnel costs mainly result from wages increases and projected increases in healthcare and pension costs.

Capital costs are noted in the Capital Improvement Program section.

INFORMATION TECHNOLOGY

Description

The Information Technology Department is responsible for the maintenance of the City's various computer systems, and technology infrastructure, as well as implementation of new technology initiatives. The department oversees the City's data centers, e-mail system, and telephone system, computer workstations, cellular communication devices and converged voice, video and data communications network and interconnects with Ingham County and the State of Michigan.

INFORMATION TECHNOLOGY Internal Service Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 1,423,888	\$ 1,701,365	\$ 1,055,539	\$ 1,690,249	-0.7%
Operating	1,581,253	1,582,035	1,660,940	1,918,526	21.3%
Debt Service	-	870,000	777,868	784,725	
Total	<u>\$ 3,005,141</u>	<u>\$ 4,153,400</u>	<u>\$ 3,494,347</u>	<u>\$ 4,393,500</u>	5.8%

Budgetary Explanations

The decrease in personnel costs is the result of staffing chageover.

The increase in operating costs is due to enhancements in infrastructure support as well as projected increases in software maintenance.

FINANCE DEPARTMENT

Description

The Finance Department consists of three divisions: Operations, Assessor and Treasury. Operations includes Accounting, Budget, while Treasury includes Property Tax and Income Tax.

The Finance Department's mission is to develop and control the financial management functions of the City. As outlined in Section 4.302 of the City Charter, this includes accounting, assessment, income tax, and treasury functions. The Department maintains multiple financial management systems which are used for the assessment and collection of property tax, receipt and record revenue, collection of income tax, monitor and meet financial reporting requirements in order to ensure fiscal stability and proper utilization of public monies.

Investment and management of City funds are also a major policy and operational activity through which the Finance Department maximizes City resources by maintaining the City's portfolios in the most advantageous positions. This includes ongoing analysis of both individual investments and general trends that impact the returns on investments, including analysis of City disbursement and collection activities to ensure sound and prudent fiscal management. Financial management responsibilities include risk management and management of Retirement System's assets, as well as the assets of the General Fund and enterprise or special revenue funds.

Budget responsibilities include the preparation of policy recommendations and coordination of budget development and budget monitoring to assure conformance with the state Uniform Budget and Accounting Act, and Article Seven of the City Charter. This process includes revenue and expenditure analysis, development of policy and budgetary alternatives, and coordination between the Mayor and departments on budget development and financial and operational issues. Budget staff also assist in union contract negotiations, and provide cost benefit analyses on proposed projects for Mayoral review.

The Department is directly responsible to the public to maintain an efficient collection system for income and property taxes, as well as a process for equity in assessment of real and personal property. Interdepartmental support activities include providing accounting services, payroll, financial planning, deposit control, and accounts payable functions. Additional support to the Mayor and Council comes from the Finance Department in the preparation of revenue and debt service requirements, as well as analyses of economic trends and business activity that may impact City fiscal resources and/or operational concerns.

This past year, City purchasing operations were merged with the Board of Water and Light, a move that is expected to save both organizations' costs through efficiencies in staffing and greater potential for joint purchasing contracts. The Board of Water and Light now administers the City's purchasing operations, within the parameters of the City's purchasing ordinance and policies.

FINANCE DEPARTMENT

	FY 2014	FY 2015	FY 2015	FY 2016	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Adopted</u>	<u>FY15 Adopted</u> <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 3,640,808	\$ 3,956,364	\$ 3,582,864	\$ 4,005,540	1.2%
Operating	865,202	1,057,756	1,052,097	1,087,060	2.8%
Total	<u>\$ 4,506,010</u>	<u>\$ 5,014,120</u>	<u>\$ 4,634,961</u>	<u>\$ 5,092,600</u>	1.6%

Budgetary Explanations

Increases in personnel costs are attributed mainly to wage increases and projected increases in pension and retiree healthcare costs.

DEPARTMENT OF HUMAN RESOURCES

Description

The Department of Human Resources' mission is to provide a wide range of Personnel, Employee and Labor Relations services to City departments, employees, retirees, City unions and the Community.

The Department of Human Resources advises the Mayor on policy-related items concerning labor relations, equal employment opportunities, hiring practices, benefits and payroll, compensation and classification of positions, training and health and safety issues. The Department develops and updates policies and procedures for the Department and provides a wide range of activities and customer support services to the residents of the City of Lansing, all City Departments, including Lansing City Council, 54A-District Court, Economic Development Corporation, Downtown Lansing, Inc., Lansing Police and Lansing Fire Departments respectively.

Employee Services Division

Hiring and Classification Section

The Hiring and Classification Section (HCS) is responsible for recruitment, selections, hiring, retention, compensation, various trainings and classification of all City positions. The Hiring Group provides ongoing training to the department managers and supervisors in areas of hiring and selection.

Health and Wellness Section

The Health and Wellness Section administers the City's workers' compensation program and develops safety rules, policies, and safety training citywide, and administers and ensures compliance with federal workplace regulations.

Payroll and Benefits Division

The Payroll and Benefits Section provides services to City employees and retirees, including orientation for new employees.

Employee and Labor Relations and Training Division

The Employee & Labor Relations and Training Division is charged with facilitating positive working relationships with the City's eight (8) bargaining units by resolving bargaining issues, the administration of the grievance procedure and matters of contract interpretation or changing circumstances in the mutual interest of the City and its employees.

Training Section

The training section works diligently to meet the ongoing training needs of City employees and works directly with the Health and Wellness Section.

The department is currently working on implementing computerized training system to offer employees the option of self-driven training programs. It is the continued goal and vision of the Training Section to computerize all trainings for each employee to ensure that they have all the necessary tools to safely and efficiently provide services to the City of Lansing residents and neighboring Communities.

HUMAN RESOURCES

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 1,001,241	\$ 1,156,010	\$ 1,094,324	\$ 1,294,646	12.0%
Operating	567,228	661,290	669,593	758,254	14.7%
Total	<u>\$ 1,568,469</u>	<u>\$ 1,817,300</u>	<u>\$ 1,763,917</u>	<u>\$ 2,052,900</u>	13.0%

Budgetary Explanations

Two new positions are budgeted for the city's Human Resources (HR) Department - a deputy director to assist the Interim HR Director and a specialist to expand the department's capacity manage multiple simultaneous hiring processes, validate EEO compliance, strengthen employee health and wellness programs, and manage the city's labor relations.

Operational cost increases for FY 2016 are the result of significant Police and Fire hiring processes, involving promotional examinations and background checks.

OFFICE OF THE CITY ATTORNEY

Description

The Office of the City Attorney (OCA) is dedicated to providing the highest quality legal service to the City of Lansing. Our mission is to provide professional, knowledgeable, courteous, and dependable service to the City's elected, appointed, and administrative officials and its committees and boards. Our goal is to equal or exceed the legal abilities of any respected private law firm in the State and to be the best possible "law firm" to the City.

Under the Charter, the City Attorney is the attorney for Lansing as a Michigan municipal corporation and is responsible to both the Mayor and the City Council. The OCA provides legal services and advice at the request of the Mayor, City Council, City Departments and Boards; represents the City in all courts, tribunals and administrative agencies in all cases in which the City is a party or has an interest; and prosecutes all City ordinance violations. As the prosecutor for the City, the City Attorney is involved in remedying matters that directly impact citizens, neighborhood safety and quality of life, including enforcement of the housing code, drug laws, and alcohol-related offenses. We staff and provide legal advice at meetings, draft ordinances and issue written legal opinions to elected, appointed, and administrative officials. We also draft contracts, review and approve all contracts, bonds and legal instruments, Council resolutions, and grants. We are actively involved in the negotiation, purchase, sale, development and redevelopment of property in the City. We also serve as the designated Freedom of Information Act (FOIA) coordinator for the City.

OFFICE OF THE CITY ATTORNEY

	FY 2014	FY 2015	FY 2015	FY 2016	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Adopted</u>	<u>FY15 Adopted</u> <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 1,257,301	\$ 1,439,995	\$ 1,419,252	\$ 1,733,092	20.4%
Operating	160,209	165,975	174,675	182,708	10.1%
Total	<u>\$ 1,417,510</u>	<u>\$ 1,605,970</u>	<u>\$ 1,593,927</u>	<u>\$ 1,915,800</u>	19.3%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

The increase in personnel costs is the result of changeovers in staffing, as well as pension costs for a position that was added in FY 2015.

The increase in operating costs are result from project increases in utility and telephone costs from what was projected for FY 2015.

POLICE DEPARTMENT

Description

The mission of the Lansing Police Department is to maintain order, preserve public safety and foster a better quality of life, making our city a better place to live, work and visit.

Vision Statement

Building partnerships and utilizing innovative strategies for a safer, stronger community.

Department Goals

- Reduce crime, reduce repeat calls for service and increase citizen satisfaction by delivering quality police service in a lawful, sensitive, safe and professional manner in order to protect life, property and maintain public peace.
- Prevent crime and maintain order through police action; targeting specific problems.
- Enhance organizational excellence through education, training and technology.
- Identify and analyze problems, explore alternative solutions, and encourage regional cooperation.
- Create and maintain open lines of communication to promote partnerships with our community.
- Encourage and support citizen involvement and leadership to improve the quality of life at the neighborhood level.
- Employ personnel that meet standards of professional excellence and represent the diversity of our community.
- Promote job satisfaction, open communication, and team building through employee participation in decision making.
- Maximize the use of available resources.
- Reduce violent crime through pro-active policing through a focused intelligence and data lead policing philosophy.

To accomplish our mission, LPD will embrace a community-based, problem-oriented, data-driven policing strategy that emphasizes, the use of problem-solving techniques, community policing and a reliance on data to identify threats, measure the results of our interventions, and to hold ourselves accountable; to each other and to our community.

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Police Department operations involve logistical support from three Divisions; Patrol Division, Investigations Division and the Staff Services Division. The Special Operations Section falls under the command of the Investigations Division. The Patrol Division Captain is responsible for all uniformed officers including Sector Officers, School Resource Officers, Canine Team, Traffic Unit and Community Policing Officers. Within Staff Services, the Staff Services Captain oversees the Detention Unit, Property and Supply Unit, Electronic Equipment Maintenance Unit, , Accounting Services Section, Public Information Officer, Training and Technical Services, as well as Records and Identification. The Internal Affairs Section and Legal Advisor report directly to the Chief of Police.

Forfeiture Fund (drug law fund) consists of monies and other assets seized and forfeited in the process of enforcement of anti-drug laws. The Special Operations Section confronts the difficult issues involved in narcotic trafficking, vice, organized crime, and criminal gangs. The Special Operations Section works with our law enforcement partners at both the state and federal levels. These partnerships include the United States Attorney's Office, the Ingham County Prosecutor's Office, the Federal Bureau of Alcohol Tobacco and Firearms, the Federal Drug Enforcement Agency, the Internal Revenue Service, the Federal Bureau of Investigations, the United States Department of Agriculture, Health and Human Services, the Michigan State police, and local law enforcement agencies.

POLICE DEPARTMENT SUMMARY

Department Appropriation

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Police General Fund	\$ 34,989,717	\$ 38,076,900	\$ 37,995,045	\$ 37,801,800	-0.7%
Drug Forfeiture Funds:					
Federal	239,057	201,600	201,600	-	-100.0%
State/Local	21,535	47,660	107,660	280,650	
Tri-County Metro	626,249	860,000	625,000	849,500	-1.2%
Total Police	<u>\$ 35,876,558</u>	<u>\$ 39,186,160</u>	<u>\$ 38,929,305</u>	<u>\$ 38,931,950</u>	-0.6%

\$2.9 million of the Lansing Police Department is funded by a voter-approved 1.5 mill property tax millage.

Budgetary Explanations

Information for the Lansing Police Department's funds is provided in the following pages.

POLICE DEPARTMENT General Fund

	FY 2014	FY 2015	FY 2015	FY 2016	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Adopted</u>	<u>FY15 Adopted</u> <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 30,667,010	\$ 33,216,371	\$ 33,318,316	\$ 32,755,115	-1.4%
Operating	4,322,707	4,860,529	4,676,729	5,046,685	3.8%
Total	<u>\$ 34,989,717</u>	<u>\$ 38,076,900</u>	<u>\$ 37,995,045</u>	<u>\$ 37,801,800</u>	-0.7%

\$2.9 million of Lansing Police Department operations are funded by a voter-approved, 1.5 mill, dedicated property tax millage.

Budgetary Explanations

The decrease in personnel costs mainly result from recently-negotiated healthcare provisions.

Increases in operational costs include enhanced police officer recruitment efforts, Citizen's Academy, and increases in funds for training to offset reductions in state funding.

Funding for officer body cameras is included in the Capital Improvements Program.

POLICE DEPARTMENT

Federal Drug Enforcement Special Revenue Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ -	\$ -	\$ -	\$ -	0.0%
Operating	239,057	201,600	201,600	-	-100.0%
Total	<u>\$ 239,057</u>	<u>\$ 201,600</u>	<u>\$ 201,600</u>	<u>\$ -</u>	<u>-100.0%</u>

Budgetary Explanations

The decrease in funding for fiscal years 2015 and 2016 is due to anticipated lower drug forfeiture receipts. Drug forfeiture revenues vary widely from year-to-year, subject to the timing of Federal case settlement and awards.

POLICE DEPARTMENT

State/Local Drug Enforcement Special Revenue Fund

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change <u>FY15 Adopted FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ -	\$ -	\$ -	\$ -	0.0%
Operating	-	47,660	107,660	280,650	488.9%
Transfers	21,535	-	-		
Total	<u>\$ 21,535</u>	<u>\$ 47,660</u>	<u>\$ 107,660</u>	<u>\$ 280,650</u>	488.9%

Budgetary Explanations

The State/Local Drug Enforcement fund is a newly created fund in FY 2015.

Increases in operational and capital costs for state/local drug forfeiture operations result from limited projected funding from Federal drug forfeitures.

POLICE DEPARTMENT

Drug Law Enforcement - Tri-County Metro Special Revenue Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 39,200	\$ 70,210	\$ 67,438	\$ 69,930	-0.4%
Operating	577,985	777,790	535,562	767,570	-1.3%
Transfers	9,064	12,000	22,000	12,000	0.0%
Total	<u>\$ 626,249</u>	<u>\$ 860,000</u>	<u>\$ 625,000</u>	<u>\$ 849,500</u>	-1.2%

Budgetary Explanations

There are no significant changes for FY 2016.

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FIRE DEPARTMENT

Mission Statement

The Lansing Fire Department, under the direction of its Fire Chief, is committed to serving the Lansing community with the highest levels of life and property protection. This is achieved by providing excellent, compassionate service in an atmosphere that encourages innovation, professional development, and diversity. The Lansing Fire Department also has a Board of Fire Commissioners with eight members that represent all wards within the City of Lansing including two at-large positions. The Fire Commissioners have a wide range of authority including department budget approval, citizen complaints and department policies.

The Department performs its mission through six organizational divisions, providing a wide range of services including fire prevention, emergency management and disaster preparation activities, Fire Safety, Housing and Premise Code enforcement, rental registration, plan review, public education, special events planning, arson investigation, employee education and certification, as well as emergency response for fire and medical, hazardous materials, and technical rescues.

FIRE DEPARTMENT

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 27,336,649	\$ 29,514,143	\$ 29,361,505	\$ 29,654,790	0.5%
Operating	3,468,817	3,892,457	4,085,941	4,185,410	7.5%
Total	<u>\$ 30,805,466</u>	<u>\$ 33,406,600</u>	<u>\$ 33,447,446</u>	<u>\$ 33,840,200</u>	1.3%

\$2.9 million of Lansing Fire Department operations are funded by a voter-approved, 1.5 mill, dedicated property tax millage.

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

Funding for ambulance EKG monitors is included in the Capital Improvements Program.

PUBLIC SERVICE DEPARTMENT

GENERAL FUND
ACT 51 MAJOR & LOCAL STREETS
SEWAGE
REFUSE & RECYCLING
ENGINEERING
PROPERTY MANAGEMENT
FLEET SERVICES

Description

The Public Service Department is organized into six distinct divisions (Engineering, Business, Permits and Technology, Operations and Maintenance, Fleet Services, Property Management, and Waste Water Treatment Plant) that are responsible for engineering, transportation, construction, right-of-way permitting, city fleet maintenance, maintenance of city property, operation and maintenance of roads, bridges, sidewalks, and storm and sanitary sewers within the city of Lansing, including the Waste Water Treatment Plant and pump stations. The Operations and Maintenance Division also operates the City's Capital Area Recycling and Trash (CART) program. The Engineering Division also provides general engineering support and oversight to other City departments.

Activities of the Department are primarily supported through: General Fund, Act 51 Fund (Major and Local Streets Special Revenue Fund - Gas Tax), Sewage Disposal System Enterprise Fund (sewer bills), trash collection fees, and recycling fees.

Additional funding may be utilized, as available, from bond proceeds and interest on existing bond issuances, Federal E.P.A. and Transportation Funds, Michigan Department of Transportation and Michigan Department of Environmental Quality Grants, State Revolving Loan Funds, the Lansing Building Authority, Tax Increment Finance Authority, Special Assessments, and the City's Community Development Block Grant.

Engineering (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):

The Infrastructure and Environment Group is responsible for the oversight of all infrastructure design and construction contracts in the City necessary to maintain, upgrade, expand and install infrastructure associated with the storm sewer, sanitary sewer, non-motorized road and sidewalk systems. This group reviews and approves site plans for development projects. It also administers several programs regulated by the State of Michigan such as: Biennial Bridge Inspections, Soil Erosion and Sedimentation Program, Street Rating (PASER), ACT51 Reporting, and Environmental Clean-up Projects.

In addition, the city's largest infrastructure and environmental program, the Wet Weather Program (comprised of the CSO, SSO, and Storm water Phase II permit programs) is managed out of this group.

The Transportation and Non-Motorized group guides the operational design of reconstructed streets using the Complete Streets model and oversees implementation of the city's non-motorized plan and sidewalk gap closure and repair program. This group also develops the traffic sign program for the city and manages all city traffic signals and school zone flashers, evaluates intersection traffic control, speed limits, parking regulations, and roadway lane configurations, develops traffic control plans for special events, and prepares school operational and safety studies and a wide variety of other traffic operations evaluations and reports. The Transportation and Non-Motorized group is also responsible for CAD and GIS within the Public Service Department.

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Business, Permits and Technology (Major supporting funds: General Fund, Act 51, Sewage Disposal

The Public Service Department is the largest City department by size and budget in the City. It is important that the business conducted within the department is coordinated amongst all of the Divisions and therefore offering better service to our customers. The Business, Permits and Technology Division combines the Public Service budget coordination, permitting, soil erosion enforcement, snow on sidewalk program, accounts payable, accounts receivable, administrative support and department wide technology efforts, into one workgroup.

The right-of-way (ROW) is managed by this division by its issuance of all ROW permits to private contractors and utility companies that need to perform work in the right of way. This Division also provides permitting and inspection for the Soil Erosion and Sedimentation and Control Program, sidewalk and drive approaches, sewers, and special transportation. This group has a focus on improving our communication with our customers and general advancements of technology and its use and deployment throughout the department.

Operations and Maintenance (O & M) (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund, trash fees, and recycling fees):

The O & M Division is generally considered to be the backbone of the City. The Division is responsible for maintaining the city's infrastructure and delivering quality city services. The Division is divided into six sections: Surface, CART (Capital Area Recycling and Trash), Streets, Sewer, Grounds, and Administrative.

The State of Michigan contracts with the City to maintain 44 miles of state trunklines and provides funding within the Major Streets Fund for: maintenance and repairs to roadways, winter maintenance, right of way mowing, and traffic control systems on state trunklines.

Surface

The Surface Section is responsible for maintaining city surface infrastructure, alleys, and parking areas. Funding sources include the Parking Fund, Major and Local Street Funds, and the General Fund. Funded activities include operating the O&M yards and facilities, maintaining surface infrastructure (e.g. guard rails, signs), graffiti abatement, compost facility operations, internal city department refuse service, ROW trash violation abatement, street sweeping, gravel street maintenance, alley maintenance, sign shop field operations, special event traffic control and barricading, placing radar speed trailers and message boards, fall leaf removal from the streets, and winter maintenance activities.

The Surface Section is the one stop source for traffic control and barrier placement, providing routine and emergency support to the Transportation Unit, the Lansing Fire Department and the Lansing Police Department.

Capital Area Recycling and Trash (CART)

The Recycling Fund supports weekly curbside collection of a range of recyclable materials and organic yard waste for compost, serving residences with four or less units. Under ordinance, larger residential complexes, and commercial and industrial operations are required to recycle and the Department is charged with oversight of this activity. The City's transition to a single recycling stream collection method, where all recyclables are collected in one container in the collection truck, has continued to be an enormous success.

The Trash Fund supports the Operations and Maintenance Division's weekly trash collection throughout the City. The city provides three curbside trash services throughout the city: pay as you throw Blue Bags, Blue Cart trash service and bulk trash removal. The pay as you throw Blue Bag trash bags are sold through local merchants, where residents prepay for bags and only set out trash bags as needed.

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The Blue Bags complement recycling efforts by making refuse disposal less expensive for residents who make regular use of the City's single stream recycling program. Affordable Blue Cart trash service is also available on a subscription basis, and includes a city provided container and weekly collection service; service is available by calling the Department and is billed quarterly. Bulk trash removal is also available to dispose of large refuse items by purchasing a bulk sticker from local merchants. Services are funded from the revenue derived from Blue Bag sales, quarterly billing for Blue Cart container services and bulk sticker sales.

Streets

The Street Section maintains city streets and sidewalks using the Major and Local Street Funds for street repairs, and utility cut fees and the General Fund for sidewalk maintenance. Funded activities include skin patching, AMZ-asphalt spray patching, potholing, crack sealing, utility cut repairs, concrete curb repair, sidewalk repairs and winter maintenance. Maintenance work is coordinated and prioritized by working closely with the Engineering Division.

Sewer

The Sewer Section maintains the city sanitary and storm sewer collection system using sewer funds for sanitary sewer maintenance and the General Fund for storm sewer maintenance. Funded activities include sewer cleaning and repair, structure repair, catch basin cleaning, bypass pumping, flood control, sewer televising, emergency response, inspection and winter maintenance.

Grounds

The Grounds Section maintains city green spaces, cemeteries, trees, and park infrastructure. Funding sources include the General Fund, Major and Local Street Funds. Funded activities include mowing (for all City jurisdictional properties: ROWs, parks, cemeteries, and parking lots), cemetery operations, ornamental area planting, support to leisure services, parks infrastructure maintenance, forestry operations (hazard tree removal, hazard mitigation, planting and nursery operations) and winter maintenance.

Administrative

The Administrative Section is responsible for customer service, accounting functions and performance tracking of all activities within the Division. The section coordinates the administrative needs of other sections and provides a direct link between the public and the services performed by the Operations and Maintenance Division. On an annual basis this section handles over 22,000 phone calls from the public, dispatches field staff to more than 3,500 locations to address citizen concerns and responds to more than 3,900 requests for special services from the CART section. They manage payroll and personnel issues for full time Teamster and UAW employees and UAW seasonal employees. They also service over 6,300 Trash Cart customers. Through meticulous data management procedures they ensure that the activities of the Division are properly recorded, reported, and where applicable, reimbursed by other departments, agencies or individuals.

Waste Water Treatment Plant (WWTP) (Major supporting funds: Sewage Disposal System Enterprise Fund):

The City's Activated Sludge Wastewater Treatment Plant is the fifth largest in the State of Michigan. It is a high-tech facility with a comprehensive computerized control system. This system can remotely control many functions of outlying pump stations, process controls, and other WWTP functions. This process has allowed the WWTP to optimize staff size and focus attention on maintaining the plant appurtenances necessary to serve our customers. Currently the plant processes an average daily flow of 16 million gallons of sewage.

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The WWTP laboratory is responsible for daily testing of influent flows, evaluating the plant's in-process removal of pollutants, and confirming plant effluent compliance with the National Pollution Discharge Elimination System (NPDES) limits.

The WWTP staff is also responsible for operating and maintaining 28 sanitary sewer pump stations ranging in capacity from less than 100,000 gallons per day to over to 66,000,000 gallons per day. Other programs that are managed within this division are the Industrial Pretreatment Program (IPP) and the Residuals Management Plan (disposal of plant solid waste by Landfilling dewatered sludge or Land Applying lime stabilized sludge; i.e., BioSolids). The WWTP and its environmental processes continue to be among the most regulated programs in the State of Michigan. Sound sewerage system infrastructure is imperative for maintaining proper environmental standards and to preserve public health and safety.

Fleet Services Division (Major supporting funds: General Fund, Act 51, Sewage Disposal System Enterprise Fund):

Fleet Services is responsible for preventative maintenance and repair of all vehicles and equipment owned by the City. The fleet is divided into two categories to help manage it. We have approximately 550 "rolling stock" vehicles (rolling stock is a unit that is capable of moving itself down the road) and approximately 500 pieces of equipment (used for maintenance throughout the City). Additionally, we are responsible for purchasing and disposal of units with the assistance of the City's Purchasing Department. The Fleet Services team has 27 full-time positions.

Property Management Division:

The Property Management Division is responsible for managing the City of Lansing's properties. The City of Lansing owns approximately 750 properties which includes approximately 223 buildings. The Division is directly responsible for 75 buildings and 59 other properties.

Property Management staff are available 24 hours a day for emergencies and provide support to many special events. The Division provides facility planning and utility services for over 40 special events a year. Some of the more popular ones are: Downtown Lansing Inc. Frost Fest, Lansing Board of Water and Light Chili Cook Off, Old Town Commercial Festival of the Moon and Sun, City of Lansing 4th of July event, Common Ground Music Festival and the City of Lansing Mosaic Festival. This includes providing power, lights, water, sewer, and other work necessary to make the special events happen. The Division also works with other City of Lansing departments, other outside governmental agencies, private companies or businesses to help make the special events a success for all participants.

PUBLIC SERVICE DEPARTMENT SUMMARY

Department Appropriation

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 Projected <u>Projected</u>	FY 2016 Adopted <u>Adopted</u>	% Change FY15 Adopted <u>FY16 Adopted</u>
Public Services - General Fund	\$ 10,095,380	\$ 10,130,100	\$ 10,116,225	\$ 10,373,700	2.4%
Major Streets Fund	9,712,294	8,946,100	9,564,032	11,400,600	27.4%
Local Streets Fund	6,244,300	6,598,900	7,904,697	7,343,000	11.3%
Sanitary Sewer Fund	32,885,391	35,740,504	35,013,234	34,035,300	-4.8%
Garbage & Rubbish Fund	1,722,807	1,665,300	1,587,072	1,687,600	1.3%
Recycling Fund	4,988,739	3,957,600	3,608,824	4,011,200	1.4%
Engineering Internal Service Fund	3,005,141	4,153,400	3,494,347	4,393,500	5.8%
Fleet Maintenance Fund	11,086,694	8,146,400	8,645,797	9,129,300	12.1%
Total Public Services	<u>\$ 79,740,746</u>	<u>\$ 79,338,304</u>	<u>\$ 79,934,227</u>	<u>\$ 82,374,200</u>	3.8%

Budgetary Explanations

Information for the Public Service Department's various funds is provided in the following pages.

PUBLIC SERVICE DEPARTMENT General Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 2,842,123	\$ 3,009,105	\$ 2,794,632	\$ 3,029,757	0.7%
Operating	7,253,257	7,120,995	7,321,592	7,343,943	3.1%
Total	<u>\$ 10,095,380</u>	<u>\$ 10,130,100</u>	<u>\$ 10,116,225</u>	<u>\$ 10,373,700</u>	2.4%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

PUBLIC SERVICE DEPARTMENT Major Streets Special Revenue Fund

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 2,429,342	\$ 2,676,448	\$ 2,440,226	\$ 2,764,080	3.3%
Operating	3,560,102	3,692,821	3,375,866	3,753,770	1.7%
Capital	1,318,996	1,379,000	2,597,006	1,830,000	32.7%
Debt Service	612,854	667,831	620,934	505,800	-24.3%
Transfer to Local Streets	1,791,000	530,000	530,000	2,546,950	380.6%
Total	<u>\$ 9,712,294</u>	<u>\$ 8,946,100</u>	<u>\$ 9,564,032</u>	<u>\$ 11,400,600</u>	27.4%

Budgetary Explanations

Changes in personnel costs result from wage increases and increases in pension and retiree healthcare costs.

In addition to the increase in road maintenance in the Major Streets fund, extra funds are being allocated to the Local Streets Fund for major maintenance work on local streets.

The FY 2016 budget includes a \$200,000 appropriation for new sidewalk construction for areas where sidewalks do not currently exist. This funding supplements \$100,000 in sidewalk repair monies for existing sidewalks, funded by the City's Capital Improvement Fund.

PUBLIC SERVICE DEPARTMENT Local Streets Special Revenue Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 2,627,707	\$ 2,752,028	\$ 2,801,538	\$ 2,830,461	2.9%
Operating	1,956,493	2,225,390	2,113,217	2,196,639	-1.3%
Capital	293,231	315,000	1,629,942	956,700	203.7%
Debt Service	1,366,869	1,306,482	1,360,000	1,359,200	4.0%
Total	<u>\$ 6,244,300</u>	<u>\$ 6,598,900</u>	<u>\$ 7,904,697</u>	<u>\$ 7,343,000</u>	11.3%

\$1.9 million in neighborhood street funding is funded by a voter-approved 1.0 mill property tax millage.

Budgetary Explanations

Changes in personnel costs result from wage increases and increases in pension and retiree healthcare costs.

Increased capital costs result from an emphasis for major maintenance work on local streets.

PUBLIC SERVICE DEPARTMENT
Sanitary Sewer (Wastewater) Enterprise Fund

	FY 2014	FY 2015	FY 2015	FY 2016	% Change
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Adopted</u>	<u>FY15 Adopted</u> <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 5,983,487	\$ 7,917,751	\$ 6,589,008	\$ 7,700,245	-2.7%
Operating	7,465,265	8,309,616	7,567,035	8,383,271	0.9%
Capital	767,479	2,856,000	4,200,054	1,671,000	-41.5%
Debt Service	18,369,160	16,357,137	16,357,137	15,980,784	-2.3%
Transfers	300,000	300,000	300,000	300,000	0.0%
Total	<u>\$ 32,885,391</u>	<u>\$ 35,740,504</u>	<u>\$ 35,013,234</u>	<u>\$ 34,035,300</u>	-4.8%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

The decrease in personnel costs is due to staffing changeovers.

Capital expenditure outlays vary from year-to-year. FY 2016 projects are listed in the Capital Improvements section of this budget document.

PUBLIC SERVICE DEPARTMENT Garbage & Refuse Enterprise Fund

	<u>FY 2014 Actual</u>	<u>FY 2015 Adopted Budget</u>	<u>FY 2015 Projected</u>	<u>FY 2016 Adopted</u>	<u>% Change FY15 Adopted FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 978,657	\$ 869,239	\$ 886,450	\$ 895,149	3.0%
Operating	744,150	796,061	700,622	792,451	-0.5%
Total	<u>\$ 1,722,807</u>	<u>\$ 1,665,300</u>	<u>\$ 1,587,072</u>	<u>\$ 1,687,600</u>	1.3%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

Increases in personnel costs are attributed mainly to wage increases and projected increases in pension and retiree healthcare costs.

PUBLIC SERVICE DEPARTMENT Recycling Enterprise Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 1,912,214	\$ 2,064,353	\$ 1,999,528	\$ 2,114,598	2.4%
Operating	1,173,832	1,438,435	1,094,142	1,441,790	0.2%
Debt Service	96,620	454,812	454,812	454,812	0.0%
Capital	1,806,073	-	60,342	-	0.0%
Total	<u>\$ 4,988,739</u>	<u>\$ 3,957,600</u>	<u>\$ 3,608,824</u>	<u>\$ 4,011,200</u>	1.4%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

Increases in personnel costs are attributed mainly to wage increases and projected increases in pension and retiree healthcare costs.

PUBLIC SERVICE DEPARTMENT Engineering Internal Service Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted <u>FY16 Adopted</u>
<u>Department Appropriation</u>					
Personnel	\$ 2,710,555	\$ 3,196,750	\$ 3,042,404	\$ 3,224,352	0.9%
Operating	863,043	887,653	887,153	956,228	7.7%
Capital	24,978	-	318,347	-	0%
Debt Service	151,266	162,440	162,440	158,720	-2.3%
Total	<u>\$ 3,749,842</u>	<u>\$ 4,246,843</u>	<u>\$ 4,410,344</u>	<u>\$ 4,339,300</u>	2.2%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016.

PUBLIC SERVICE DEPARTMENT

Fleet Maintenance Internal Service Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 3,359,957	\$ 3,577,658	\$ 3,427,637	\$ 3,537,818	-1.1%
Operating	4,456,845	3,338,806	3,284,290	3,557,353	6.5%
Debt Service	766,453	654,936	953,370	1,034,129	57.9%
Capital	2,503,438	575,000	980,500	1,000,000	73.9%
Total	<u>\$ 11,086,694</u>	<u>\$ 8,146,400</u>	<u>\$ 8,645,797</u>	<u>\$ 9,129,300</u>	12.1%

Budgetary Explanations

An additional Fleet supervisor position is included in the FY 2016 budget, replacing two part-time positions to enhance operational efficiencies across shifts. The overall decrease in staffing is due to staffing changeover this past year.

The increase in debt service is attributable to a loan from this past year to fund police patrol vehicles.

The increase in capital is the result of a recognized investment in replacement of some of the City's aging fleet.

HUMAN RELATIONS & COMMUNITY SERVICES

HRCS Description

The Human Relations and Community Services (HRCS) Department pursues City Charter and Ordinance mandates to address basic human services needs and help cultivate a community climate of diversity, equity and nondiscrimination. The Department strives to improve the quality of life for all Lansing citizens by providing leadership to address urgent community issues such as the resolution of homelessness, food security, health care for the uninsured, affordable housing, infant mortality prevention, youth programs to prevent juvenile delinquency and drug abuse, and refugee resettlement.

HRCS Responsibilities

The Department's Human Services' focus works in partnership with community coalitions to evaluate community needs, develop grant proposals or programming, and oversee contracts to distribute City funding to support nonprofit services. The Department administers Federal Housing and Urban Development (HUD) Continuum of Care (CoC) and Emergency Solutions Grants through sub-contracts with local agencies and provides monitoring and technical assistance. HRCS is the designated CoC Lead and Homeless Management Information System (HMIS) Lead Agency tracking homeless services. The Human Relations focus provides mediation to address community disputes and complaints, and monitors City compliance with laws and ordinances to ensure social equity.

Leveraging Funds - the Department administers Human Services Funding as outlined in the City Charter and ensures the funds are disbursed in a coordinated and efficient manner. These funds are an excellent return on investment, leveraging at least ten (10) times the original amount through other funding that comes back into the community. HRCS assists other City departments and local agencies in identifying resources, completing grant applications and leveraging funding from multiple sources to address community needs. HRCS brings divergent groups together as partners to pool scarce resources to address unmet needs. Priority needs are defined by City Charter as:

Basic Needs: Food, shelter, clothing, transportation, child care, housing assistance and legal help for indigent persons.

Life Skills: Mentoring, academic enhancement, social competency, literacy, conflict resolution, parenting skills development, structured recreation, and self-sufficiency for people with disabilities.

Employability Development: Job readiness and retention, job seeking skills, vocational training, job site development and placement activities.

Health/Mental Health: Health care access, crisis intervention, dental care, prescription medications, health promotion, counseling, substance abuse prevention, safety promotion, hospice and respite care.

Assessing Needs - The Department assesses human services needs within the community, develops priorities, and assures the use of City funds is appropriate and consistent with identified priorities. The Human Relations and Community Services Advisory Board, composed of Lansing residents, provides a citizen's perspective to the Department, fostering mutual understanding and respect among all groups in the city while helping to identify community needs and resources. HRCS periodically holds public forums and invites interested community members and applicant agencies to discuss community needs and services gaps that help determine funding priorities.

The HRCS Department promotes an agency clustering model, whereby agencies providing similar services are encouraged to partner on mutual projects, thus reducing cost inefficiencies and duplicative efforts. All agencies are required to participate in Meet the Need, a community coordination tool bridging the faith community with human services agencies to meet community needs.

HRCS Coordinates Services to Address Gaps

Addressing Food Security

The HRCS Department supports a monthly **Mobile Food Pantry and senior site food drop**, staffed by volunteers, through a contract with the Greater Lansing Food Bank, to an estimated 650 households monthly, providing more than **487 tons of food in 2014**.

Children and Youth are assisted through the HRCS “**School Break Feeding Program**,” that distributed more than **27,000 healthy lunches** to Lansing children and **3,000 food boxes** to identified families in 2014, families who would otherwise go without during the school district’s six weeks of school breaks. This program helps offset State budget cuts that targeted family assistance grants and food supplements.

Addressing Affordable Housing Shortage

The One Church One Family (OCOF) Project oversees nine houses through a partnership with local churches and the MSHDA Homeless Families Initiative. **The partnership with local churches capitalizes on volunteers** who provide mentorship, case management and other support services to the large, at-risk families served by the OCOF program.

Addressing Elder Abuse and Financial Exploitation

Given the increasing elder population, the HRCS Department was awarded a multi-year grant to create a systemic response to abuse, neglect and financial exploitation in partnership with the Lansing Police Department, Prosecutor’s Office, End Violent Encounters, Inc., the Tri-County Office on Aging and Adult Protective Services. In 2014, HRCS sub-contractors provided training to 100 law enforcement officers and victim service providers, facilitated a monthly Coordinated Community Response Team, and provided 50 victims with emergency shelter, transitional housing, personal protection order assistance and victim advocacy. Another 87 victims received information and referrals.

Community Emergencies

HRCS staff responded to the urgent housing needs of 224 residents who were suddenly displaced by the closing of the **Life O’Riley Mobile Home Park**. HRCS and partner agencies coordinated the community response, obtained grant funding, organized informational meetings for residents, located housing and quickly resettled the households, preventing moving them into homelessness.

HRCS staff helped spearhead a community wide effort to close a local “**homeless encampment**” on the City’s north side, securing permanent housing and services for this group of people who required intensive, specialized interventions to avoid living outside this winter.

Utility emergencies caused by changes in state laws were increasing homelessness in the community. HRCS staff secured funding from local utility companies to pay past-due bills for families facing shut offs, which would have resulted in their eviction.

Public Housing tenants at risk of eviction due to late rents, fees and delinquent utility bills were assisted in preventing homelessness through an **HRCS-sponsored pre-court, pre-eviction program** in collaboration with the Lansing Housing Commission. 175 individuals and families maintained their

Sponsoring Events to serve People in Need

HRCS coordinates and organizes the following annual events -

Lansing Community Connect (formerly Project Homeless Connect) connected more than 400 low-income citizens with 60 nonprofits and local businesses to receive benefits applications, medical screenings, eye exams and eyeglasses, and employment or job-training services. An excellent example of community collaboration, 300 MSU volunteers and business sponsors from the community provided food, personal needs items, haircuts and more.

Lansing Kids Connect provides a pivotal point of positive change for children beginning the school year “ready to learn” with medical, optical, and dental health screenings along with haircuts, shoes, clothing, personal needs items and healthy lunches. More than 5,000 children and parents attended the second annual event in 2014. Community partners, volunteers, local businesses and human service agencies came together to benefit the children.

Spartans Giving Back - Taking it to the Streets is a one-day event providing more than 4,500 hours of community services to HRCS events such as Lansing Community Connect and Lansing Kids Connect, as well as homeless shelters, community centers, the South Lansing office complex, cemeteries, public housing, and a number of other sites.

Feed the Babies, Keep them Dry provided young parents of newborns and toddlers with educational support and healthy options through this HRCS-sponsored event. More than 55 households received diapers, formula, food and information thanks to faith-based partners and the Ingham Co. Health Department, as well as generous individual donors.

Dr. Martin Luther King, Jr. and Cesar Chavez are honored and memorialized annually in January and March through events organized by HRCS staff and community partners.

Citizen Assistance – HRCS is the City of Lansing’s focal point for citizens seeking help with all types of human services needs providing information, referral and direct assistance as needed. Staff is trained as mediators who may assist residents in resolving neighborhood conflicts or disputes prior to seeking legal action or contact with the courts.

Upholding Principles of Non-Discrimination and Equal Opportunity - The Department is charged with the enforcement of Charter and Ordinance Human Relations mandates which prohibit discrimination, on the basis of protected characteristics, against persons seeking employment, housing, and the use of public facilities. These include labor standards such as the federal Davis Bacon Prevailing Wage Act for City construction projects, as well as Fair Housing enforcement, and the Human Rights Ordinance.

The Department is mandated to ensure City compliance with, and handle complaints related to, the Equal Employment Opportunity Act, the Americans with Disabilities Act, Section 504, and Child Labor Law.

Complaint Investigation – HRCS houses the Police Commission Investigator who conducts independent intake and review of citizen complaints against the Lansing Police Department that may allege inappropriate and/or discourteous actions by police personnel.

Community Supported Agencies and Events – Through HRCS, the City contracts with a variety of community agencies to support other essential programs such as diversion for first time offenders, economic development, educational enhancement, recreation and the Arts, which enhances the quality of life for Lansing citizens.

HUMAN RELATIONS & COMMUNITY SERVICES

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 752,872	\$ 915,454	\$ 864,177	\$ 992,161	8.4%
Operating	173,516	130,296	130,296	136,039	4.4%
Total	<u>\$ 926,388</u>	<u>\$ 1,045,750</u>	<u>\$ 994,473</u>	<u>\$ 1,128,200</u>	7.9%
Human Services	\$ 1,315,770	\$ 1,480,000	\$ 1,480,000	\$ 1,520,000	2.7%
(1.25% of of General Fund Revenues)					

Budgetary Explanations

The increase in personnel costs is the result of increases in pension and retiree healthcare costs, as well as pension costs for a position that was added in FY 2015.

PARKS & RECREATION

Description

The Department of Parks and Recreation creates community through people, parks and programs. The mission of the Parks and Recreation Department is to enhance lifestyle opportunities for the citizens of Lansing through the provision of leisure time activities, and the preservation and maintenance of park lands and special recreation facilities. The Department accomplishes this mission in the following ways:

- organization of youth, adult, and senior citizen recreational programming in parks, community centers, schools, swimming pools, nature center, and historic home;
- regular maintenance of all parks and natural areas owned by the City of Lansing, including maintenance of Lansing's urban forest areas through regular cycles of tree planting, fertilization, and trimming;
- providing burial services and cemetery maintenance at the City's three municipal cemeteries;
- providing public golfing opportunities at Groesbeck Golf Course which support recreational and league play in the area;
- supporting youth through the teaching of life-skills through The First Tee of Mid-Michigan program at Sycamore Creek Golf Academy
- provision of special recreation facilities such as Ranney Skate Park, Soldan Dog Park, Gier Park BMX Bicycle Track, Cooley Gardens, Frances Park Rose Garden and the Lansing River Trail linear park.
- sustaining working partnerships with the Lansing School District, Ingham County Parks and Recreation, Michigan Department of Natural Resources, Michigan Natural Resources Trust Fund, Michigan Department of Transportation, Lansing Community College, Capital Region Community Foundation, Michigan State University and various community banking organizations.

The Department receives advisory support from the citizens of Lansing by encouraging their involvement in the following citizen groups: City of Lansing Parks Board, Friends of Turner-Dodge, Fenner Conservancy, the individual Community Center advisory boards and their youth advisory boards, the Baseball and Softball advisory boards and over 38 neighborhood park "Friends" groups. The Department provides support in policy decisions regarding recreational options and facilities to the Mayor and City Council.

Organization

The Parks and Recreation Department consists of four separate divisions:

- **Administration**
The Administration Division includes Management and Business Administration, Park Design, Planning and Research, and the staff support for park and pavilion rentals, event planning and support services for both the General Fund and the Enterprise Fund programs. The Management and Business Administration section is responsible for the salary, hourly, Temporary Employment Agreements, and seasonal payroll and time cards. This section also processes procurement card reconciliations, accounts payable and receivable, and processes paperwork for yearly employee evaluations and step increases.

(continued)

- Field Services

Funding for Field Services which includes; Forestry, Grounds and Landscape Maintenance, and Athletic Field and Pool Maintenance, is located in this part of the budget. Staffing for these activities now resides in the Public Service Department. Below is a description of these services.

The Forestry Section of the Field Services Division is responsible for maintenance of safe and healthy trees in City parks and on City streets. Care includes trimming and removal of dead, damaged or diseased trees and limbs from these areas. They also maintain and stock a city nursery, which provides trees for residential streets, parks, cemeteries, and golf course plantings as needed. Grounds & Landscape Maintenance Section is responsible for care and maintenance of turf, shrubs, ornamental trees and flowers, as well as planting new growth for the next season. They also handle repair of tables, benches, signs and playground equipment, as well as ice and snow removal on trails, parking areas, and park sidewalks during the winter season. Athletic Fields and Pool Maintenance is responsible for the maintenance of City athletic fields and the public outdoor pools at Hunter and Moores Parks, as well as Cemetery burials and grounds maintenance (see Cemetery Fund).

- Leisure Services

The Leisure Services Division operates recreation programs at four Community Centers (Gier, Foster, Letts, Schmidt), Special Recreation Services (Hunter and Moores Swimming Pools, Kids Camp and Therapeutic Recreation) and Lifetime Sports. The division also operates specialized facilities such as the Turner-Dodge House (historic home) and the Fenner Nature Center. Programming at the Fenner Nature Center is conducted by the Fenner Conservancy.

- Golf Operations

The department operates Groesbeck Golf Course which is an 18 hole golf course located at 1600 Ormond. The Sycamore Driving Range and Practice Facility is operated by The First Tee of Mid-Michigan, and is located at 1526 E. Mount Hope Avenue. This program provides quality instruction on the game of golf for youth and adults. The First Tee of Mid-Michigan operates the driving range, which is open to the public for practice.

Facilities

Programmed recreation sites are Letts, Gier, Schmidt and Foster Community Centers; Groesbeck golf course; Sycamore Golf Academy and Driving Range; Lansing River Trail; Moore's Park and Hunter Park swimming pools; Fenner Nature Center; the Turner-Dodge House; Davis, Gier, Ranney, Sycamore, Davis and Kircher Park ball fields. We have several neighborhood parks and athletic fields throughout the city where recreation programming occurs throughout the year. We also provide several facilities for rental which includes Frances Park Rose Garden and overlook, and Cooley Gardens.

PARKS AND RECREATION DEPARTMENT SUMMARY

Department Appropriation

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Parks & Recreation					
General Fund	\$ 7,741,209	\$ 7,420,800	\$ 7,394,825	\$ 7,891,400	6.3%
Cemeteries Fund	721,730	696,570	674,625	721,300	3.6%
Golf Fund	932,537	927,700	900,761	886,000	-4.5%
Parks Capital Improvements	300,000	365,000	365,000	720,000	97.3%
	<u>1,954,267</u>	<u>1,989,270</u>	<u>1,940,386</u>	<u>2,327,300</u>	17.0%
 Total Parks & Recreation	 <u>\$ 9,695,476</u>	 <u>\$ 9,410,070</u>	 <u>\$ 9,335,211</u>	 <u>\$ 10,218,700</u>	 8.6%

Budgetary Explanations

Information for the Parks and Recreation Department's various funds is provided in the following pages.

PARKS AND RECREATION DEPARTMENT

General Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 4,968,898	\$ 4,622,395	\$ 4,467,934	\$ 4,837,885	4.7%
Operating	2,772,311	2,798,405	2,926,891	3,053,515	9.1%
Total	<u>\$ 7,741,209</u>	<u>\$ 7,420,800</u>	<u>\$ 7,394,825</u>	<u>\$ 7,891,400</u>	6.3%

\$1.9 million in park maintenance and infrastructure funding is funded by a voter-approved 1.0 mill property tax millage.

Budgetary Explanations

Changes in personnel costs result from wage increases and increases in pension and retiree healthcare costs.

The FY 2016 budget includes funding for the "Lansing Loses a Million" campaign led by Mayor Bernero in collaboration with the Lettuce Live Well program to foster healthier nutrition and exercise practices. Operational increases also include increase costs for the Todd Martin national tennis tournament.

PARKS AND RECREATION

Municipal Cemeteries Enterprise Fund

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 376,005	\$ 393,873	\$ 376,753	\$ 412,330	4.7%
Operating	330,075	283,697	282,222	293,320	3.4%
Transfer - Perpetual Care	15,650	19,000	15,650	15,650	-17.6%
Total	<u>\$ 721,730</u>	<u>\$ 696,570</u>	<u>\$ 674,625</u>	<u>\$ 721,300</u>	3.6%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016. Changes in personnel costs are due to increased pension and retiree healthcare costs.

PARKS AND RECREATION

Municipal Golf Courses Enterprise Fund

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Personnel	\$ 539,933	\$ 533,288	\$ 523,349	\$ 502,350	-5.8%
Operating	283,084	279,792	262,792	273,650	-2.2%
Capital	-	5,000	5,000	5,000	100.0%
Debt Service	109,520	109,620	109,620	105,000	-4.2%
Total	<u>\$ 932,537</u>	<u>\$ 927,700</u>	<u>\$ 900,761</u>	<u>\$ 886,000</u>	-4.5%

Budgetary Explanations

No significant operational changes are budgeted for FY 2016. The decreased on personnel costs are due to a change in staffing allocation.

FY 2015/2016 Use of Parks Millage Funds

RESOURCES	
FY 2015/2016 Parks Millage (1 mill of City's operating levy)	\$ 1,910,000
	<u>\$ 1,910,000</u>
USES	
<u>Subsidies</u>	
Kids Camps (General Fund)	\$ 35,000
Parks Maintenance (General Fund)	210,850
Golf Fund Subsidy	518,350
Cemetery Fund Subsidy	425,800
Amount Used for General Fund Operations & Maintenance	<u>\$ 1,190,000</u>
<u>Capital Projects</u>	
Ferris Park Turf Soccer with Lighting (grant match)	\$ 80,000
City-wide Repair and Maintenance	160,000
Boat Launch Repairs - Grand River Park	80,000
Crego Park - Fish Stocking	10,000
Tecumseh Park Canoe/Kayak Launch & Fishing Pier	50,000
Parks Parking Lot Repairs	250,000
Women's Historical Center - Exterior Siding	90,000
	<u>\$ 720,000</u>
Total Parks Millage Uses	<u>\$ 1,910,000</u>

A description of the above-referenced capital projects is available in the Capital Improvements Projects (CIP) section of this budget document.

GENERAL FUND

NON-DEPARTMENTAL EXPENDITURES & TRANSFERS

	FY 2014 <u>Actual</u>	FY 2015 <u>Adopted Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
<u>Department Appropriation</u>					
Operating Subsidies to Other Funds/Related Entities:					
Cemeteries Fund (Parks Millage)	\$ 451,400	\$ 412,120	\$ 412,120	\$ 425,800	3.3%
Golf Fund (Parks Millage)	521,000	555,200	555,200	518,350	-6.6%
Stadium Fund	386,363	290,000	-	-	-100.0%
Building Safety Fund	-	149,100	-	191,140	28.2%
Emergency Shelter Grant Match	132,765	-	-	-	0.0%
State & Federal Grant Matches	181,087	200,000	200,000	200,000	0.0%
Downtown Lansing Inc.	60,470	67,900	67,900	69,380	2.2%
Golf Fund	42,184	-	-	-	0.0%
Lansing Economic Dev. Corp. (LEDC)	50,000	80,000	80,000	170,000	112.5%
LEPFA	1,208,780	1,189,900	1,189,900	1,206,930	1.4%
	<u>\$ 3,034,049</u>	<u>\$ 2,944,220</u>	<u>\$ 2,505,120</u>	<u>\$ 2,781,600</u>	<u>-5.5%</u>
Transfers to Other Funds for Capital Improvements:					
Capital Improvements Fund	\$ 1,575,000	\$ 1,000,000	\$ 1,000,000	\$ 731,500	-26.9%
Parks Millage Fund (Parks Millage)	300,000	365,000	365,000	720,000	97.3%
Road Millage (Road Millage)	1,881,500	1,877,600	1,877,600	1,910,000	100.0%
Roads/Sidewalks (non-millage)	2,430,700	950,000	950,000	-	-100.0%
Fleet Fund	1,620,000	525,000	525,000	1,000,000	90.5%
	<u>\$ 7,807,200</u>	<u>\$ 4,717,600</u>	<u>\$ 4,717,600</u>	<u>\$ 4,361,500</u>	<u>-7.5%</u>
City-Supported Agencies					
Sister City	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
Gr Lansing Safety Council	12,000	12,000	12,000	12,000	0.0%
Capital Area Rail Council	3,900	3,900	3,900	3,900	0.0%
Arts And Culture Grants	130,000	130,000	130,000	130,000	0.0%
Silver Bells Administration	8,000	8,000	8,000	8,000	0.0%
Community Corrections Advisor	12,500	12,500	12,500	12,500	0.0%
LEAP Support	15,000	15,000	15,000	15,000	0.0%
Common Ground Support	126,758	130,000	130,000	130,000	0.0%
	<u>\$ 328,158</u>	<u>\$ 331,400</u>	<u>\$ 331,400</u>	<u>\$ 331,400</u>	<u>0.0%</u>
Debt Service					
General Fund Debt Service	\$ 1,102,150	\$ 1,016,000	\$ 1,015,400	\$ 1,007,100	-0.9%
Transfers to Other Funds For Debt Service:					
Debt Service Funds	291,421	282,000	282,000	253,100	-10.2%
	<u>\$ 1,393,571</u>	<u>\$ 1,298,000</u>	<u>\$ 1,297,400</u>	<u>\$ 1,260,200</u>	<u>-2.9%</u>
Library Lease	\$ 154,737	\$ 155,000	\$ 154,000	\$ 165,000	6.5%
Total Non-Departmental	<u>\$ 12,717,715</u>	<u>\$ 9,446,220</u>	<u>\$ 9,005,520</u>	<u>\$ 8,899,700</u>	<u>-5.8%</u>

Other Budgets

Lansing Entertainment & Public Facilities Authority (LEPFA)

- Lansing Center
- Cooley Law School Stadium
- City Market

Economic Development Corporation (LEDC)

Lansing Brownfield Redevelopment Authority (LBRA)

Tax Increment Financing Authority (TIFA)

Downtown Lansing, Incorporated (DLI)

Lansing Center - LEPFA Operations

	Adopted 2014/2015 Budget	Adopted 2015/2016 Budget
REVENUES		
Building Rental	\$ 940,231	\$ 941,000
Food Services	2,892,859	3,005,629
Food Services-Merchandise	1,000	1,000
Food Services-Vendor	14,081	13,500
Equipment Rental	493,662	517,603
Utilities	161,000	172,399
Signage/Promotions	5,000	5,000
Sponsorships	20,000	10,000
Security	52,254	52,742
Box Office	12,000	14,509
Labor/Service	205,526	220,503
Parking	8,000	10,800
Miscellaneous	16,000	16,153
Total Operating Revenues	<u>\$ 4,821,613</u>	<u>\$ 4,980,838</u>
EXPENSES		
Salaries/Wages	\$ 1,939,061	1,979,815
Fringes/Related Costs	622,546	648,873
Communications	20,893	17,761
Leases	44,000	39,724
Professional Services	285,351	300,089
Utilities	770,000	812,106
Marketing	64,899	64,899
Repairs/Maintenance	87,951	84,875
Supplies/Materials	92,787	92,471
Events	72,698	73,822
Security	40,555	44,386
Insurance/Bonding	74,280	74,363
Bad Debt	0	25,000
Depreciation	12,000	6,000
F/B Expense	1,709,283	1,762,456
Miscellaneous	80,000	80,000
Total Operating Expense	<u>\$ 5,916,304</u>	<u>\$ 6,106,639</u>
Income/(Loss)	(1,094,691)	(1,125,802)
Interest of Bank Accounts	\$ 4,279	\$ 120
Sales/Marketing Reimbursement	265,000	300,000
	<u>\$ 269,279</u>	<u>\$ 300,120</u>
Income/(Loss)	(825,412)	(825,682)
City Contribution	\$ 825,412	\$ 825,682

Cooley Law School Stadium - LEPFA Operations

	Adopted 2014/2015 Budget	Adopted 2015/2016 Budget
REVENUES		
Miscellaneous	\$ 5,000	\$ 6,000
Total Operating Revenue	<u>\$ 5,000</u>	<u>\$ 6,000</u>
EXPENSES		
Salaries/Wages	\$ 54,557	\$ 55,755
Fringes/Related Costs	25,968	27,270
Communications	1,653	1,653
Professional Services	2,500	2,500
Utilities	122,121	141,628
Marketing	4,160	4,160
Repairs/Maintenance	53,353	41,042
Supplies/Materials	4,338	4,425
Insurance/Bonding	24,444	24,444
Depreciation	1,800	1,800
Miscellaneous	20,795	29,045
Income/(Loss)	<u>\$ 315,689</u>	<u>\$ 333,722</u>
Interest Income		
Income/(Loss)	(310,689)	(327,722)
City Contribution	<u>\$ 310,689</u>	<u>\$ 327,722</u>

Lansing City Market - LEPFA Operations

	Adopted 2014/2015 Budget	Adopted 2015/2016 Budget
REVENUES		
Building Rental	\$ 114,125	\$ 119,302
Equipment Rental	275	275
Utility Revenue	15,000	15,000
Miscellaneous Revenue	7,180	8,510
Total Operating Revenues	<u>\$ 136,580</u>	<u>\$ 143,087</u>
EXPENSES		
Salaries/Wages	\$ 63,780	\$ 64,635
Fringes/Related Costs	22,230	22,878
Communications	1,761	1,761
Professional Services	2,000	2,000
Utilities	64,008	68,719
Marketing	10,000	10,000
Repairs/Maintenance	5,974	6,093
Supplies/Materials	8,682	8,856
Insurance/Bonding	1,948	1,948
Depreciation	9,180	9,180
Miscellaneous	540	540
Total Operating Expense	<u>\$ 190,103</u>	<u>\$ 196,610</u>
Income/(Loss)	(53,523)	(53,523)
City Contribution	\$ 53,523	\$ 53,523

LANSING ECONOMIC DEVELOPMENT CORPORATION FY 2015/2016 BUDGET

<u>Description</u>	FY 2014/2015	FY2014/2015	FY 2015/2016
	Budget	Projections	Budget
General Operating Income			
Brownfield Admin	\$ 82,921	\$ 82,921	\$ 90,050
City of Lansing Contract	80,000	80,000	170,000
Raddison Annual Payment	100,000	100,000	100,000
Annual Issuer's Fees	25,000	28,619	23,000
TIFA Admin	135,000	135,000	135,000
Arts & Culture Contract	130,000	130,000	130,000
Loan Interest	11,500	11,500	4,300
Interest Income	4,079	4,079	1,000
Miscellaneous Revenue	50	50	50
EB-5 Income	5,000	-	0
Total General Operating Income	573,550	572,169	653,400
LEDC Business Incubator Income			
Fund Balance	\$ 382,776	\$ 382,776	\$ 64,490
Business Incubator Rental Income	39,818	33,466	34,800
Sponsorship Income	10,000	10,000	10,000
Autopay Bank Fees	300	348	360
Utility Income	-	-	0
Business Incubator Retail Commission	2,181	3,515	3,800
Late Fee Income	309	849	0
Event Income	-	750	750
Total LEDC Business Incubator Income	435,384	431,704	114,200
Total Income	1,008,934	1,003,873	767,600
General Operating Expenditures			
Depreciation	\$ 7,598	\$ 7,598	\$ -
Arts & Culture Grants	130,000	130,000	130,000
Contractual Services	420,203	420,203	518,000
EB-5 Regional Center	2,425	2,076	2,400
Insurance & Bonds	2,000	2,000	2,000
Miscellaneous Operating	2,000	740	1,000
Sign Grant	1,500	1,000	-
Bank Fees	500	-	-
Utilities	-	-	-
Building Rental	-	-	-
Inpire Technologies Loan Loss	-	-	-
Parking Lot 55 Reimbursement	7,324	7,324	-
General Operating Expenditures	573,550	570,941	653,400
Less Depreciation	(7,598)	(7,598)	-
Total General Operating Expenditures	565,952	563,343	653,400
LEDC Business Incubator Expenditures			
IPN Fees	\$ -	\$ 14	\$ -
Bank Fees	421	294	-
Buildout/Construction	324,832	324,832	-
Contractual Services	25,000	21,200	11,760
Equipment	17,225	18,619	3,000
Utilities	14,405	16,672	27,000
Rent	44,864	40,785	48,942
Telephone/Communications	2,224	2,569	2,700
Marketing	1,242	1,242	-
Insurance	2,641	2,641	3,100
Mileage	250	250	1,800
Mercury Credit Card Fees	1,080	1,240	1,918
Showroom Supplies	1,200	1,360	3,480
Facility Maintenance	-	-	3,000
Software Subscriptions	-	-	7,500
Total LEDC Bus.Inc. Expenditures	435,384	431,717	114,200
Total Expenditures	1,008,934	1,002,658	767,600

LANSING BROWNFIELD REDEVELOPMENT AUTHORITY FY 2015/2016 BUDGET

<u>Description</u>	FY 2013/2014	FY 2014/2015	FY 2014/2015	FY 2015/2016
	Actual	Adopted Budget	Projected	Adopted Budget
Revenues				
TAX REVENUE FOR BROWNFIELD RLF	\$ 283,215	\$ 263,252	\$ 276,901	\$ 282,236
PLAN 2 MOTOR WHEEL	257,510	290,552	277,170	270,871
PLAN 5 BTS	233,167	255,540	332,394	355,693
PLAN 9 SCHAFER BAKERY	407	421	481	416
PLAN 12 PERCY BEAN	5,797	5,897	4,951	4,875
PLAN 14 PRUDDEN	51,775	52,636	52,421	54,258
PLAN 19 STYLELINE	7,342	13,251	6,592	5,675
PLAN 20 LORANN OILS	9,033	11,301	10,671	10,436
PLAN 21 WOLHERT	25,088	28,111	27,745	28,980
LBRA ADMIN	76,949	82,921	87,989	95,827
PLAN 30 BROWNFIELD DEV SPEC	9,134	9,107	9,112	9,337
PLAN 23 STADIUM DISTRICT PARTNERS	96,412	95,488	103,393	117,811
PLAN 37 CEDAR ST SCHOOL	7,018	6,470	6,571	8,462
PLAN 40 POINT NORTH	-	-	-	16,343
PLAN 42 NU UNION	9,020	9,496	9,403	9,989
PLAN 8b JNL	135,288	147,422	137,339	152,031
PLAN 53 MICH AVE INVESTORS	28,678	38,767	33,575	38,864
PLAN 56 EMERGENT BIOSOLUTION	-	67,754	187,506	189,359
HAZ SUB-BROWNFIELD EPA (2012)	129,029	67,917	67,917	-
PETRO-BROWNFIELD EPA (2012)	196,158	3,842	3,842	-
FEDERAL GRANTS (EPA BCRLF)	8,303	919,534	919,534	-
STATE GRANT (CMI Waterfront)	406,154	-	-	-
PETRO-BROWNFIELD EPA (2010)	47,679	-	-	-
INTEREST INCOME	1,903	1,000	1,873	1,000
	2,025,058	2,370,680	2,557,379	1,652,459

Expenditures

HAZ SUB BROWNFIELD EPA (2012)	\$ 129,029	\$ 67,917	\$ 67,917	\$ -
PETRO BROWNFIELD EPA (2012)	196,158	3,842	3,842	-
CAPITAL OUTLAY/CONSTRUCTION (EPA BCRLF)	8,303	919,534	919,534	-
CONTRACTUAL SERVICES (CMI Waterfront)	4,046	-	-	-
CAPITAL OUTLAY/CONSTRUCTION (CMI Waterfront)	402,108	-	-	-
ADMINISTRATION EXPENSES TO EDC	76,949	82,921	87,989	95,827
CONTRACTUAL SERVICES	3,227	-	-	-
PETRO - BROWNFIELD EPA (2010)	47,679	-	-	-
BROWNFIELD REVOLVING LOAN FUND	183,072	263,252	276,901	282,236
PROJ COSTS PLAN 2 MOTOR WHEEL	257,510	290,552	277,170	270,871
PROJ COSTS PLAN 9 SCHAFER BAKE	407	421	481	415
PROJ COSTS PLAN 12 PERCY BEAN	5,797	5,897	4,951	4,875
PROJ COSTS PLAN 14 PRUDDEN	51,775	52,636	52,421	54,258
PROJ COSTS PLAN 19 STYLELINE	7,342	13,251	6,592	5,675
PROJ COSTS PLAN 20 LORANN OILS	9,033	11,301	10,671	10,436
PROJ COSTS PLAN 21 WOLHERT/DEVON STORA	25,088	28,111	27,745	28,980
PROJ COSTS PLAN 23 STADIUM PTR	96,412	95,488	103,393	117,811
PROJ COSTS PLAN 30 BRWNFLD DEV	9,134	9,107	9,112	9,337
PROJ COSTS PLAN PLAN 37 CEDAR ST SCHOOL	7,018	6,470	6,571	8,462
PROJ COSTS PLAN 40 POINT NORTH	-	-	-	16,343
PROJ COSTS LAN 42 NU UNION	9,020	9,496	9,403	9,989

Description	FY 2013/2014	FY 2014/2015	FY 2014/2015	FY 2015/2016
	Actual	Adopted Budget	Projected	Adopted Budget
PROJ COSTS PLAN 8b JNL	135,288	147,422	137,339	152,031
PLAN 53 MICH AVE INVESTORS	-	38,767	-	38,864
PROJ COSTS PLAN 56 EMERGENT BIOSOLUTION	-	67,754	187,506	189,359
CITY LOAN REPAYMENT/PRINCIPAL	233,167	255,540	332,394	355,693
	1,897,561	2,369,680	2,521,932	1,651,459
Beginning Fund Balance	806,510	934,007	935,007	970,455
Surplus/(Deficit)	127,497	1,000	35,448	1,000
Ending Fund Balance	934,007	935,007	970,455	971,455
Less: Ending Restricted Fund Balance	(900,006)	(900,006)	(900,006)	(900,006)
Ending Un-restricted Fund Balance	34,001	35,001	70,449	71,449

Restricted Revenues

RLFA Revenues

TAX REVENUE FOR REVOLVING ASSESSMENT	\$	-	\$	-	\$	-	\$	-
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RLFA Expenditures

Eligible Expenditures	-	-	-	-
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Beginning RLFA Restricted Fund Balance	123,875	123,875	123,875	123,875
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Ending RLFA Restricted Fund Balance	123,875	123,875	123,875	123,875
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RLF Revenues

TAX REVENUE FOR RLF	283,215	263,252	276,901	282,236
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RLF Expenditures

ELIGIBLE EXPENDITURES	183,072	263,252	276,901	282,236
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Beginning RLF Restricted Fund Balance	675,988	776,131	776,131	776,131
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Ending RLF Restricted Fund Balance	776,131	776,131	776,131	776,131
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TAX INCREMENT FINANCE AUTHORITY FY 2014/2015 BUDGET

Description	FY		FY	
	FY	2014/2015	FY	2015/2016
	2013/2014	Adopted	2014/2015	Adopted
	Actual	Budget	Projected	Budget
Revenues				
PROPERTY TAX LEVY	\$ 2,500,405	\$ 2,778,926	\$ 2,840,496	\$ 2,900,800
PROPERTY TAX LEVY-SCHOOL	11,954	-	10,000	-
PROPERTY TAX PENALTY AND INTEREST	2,962	-	2,000	-
INTEREST INCOME	2,314	-	-	-
INTEREST INCOME - RESTRICTED	2,124	-	-	-
FROM FUND BALANCE	-	(1,617,853)	-	(1,734,453)
PROCEEDS FROM SALE OF BOND	3,720,000	-	-	-
PREMIUM DISCOUNT ON BONDS	(46,500)	-	-	-
BOND PROCEEDS PMTS TO ESCOW	(2,556,137)	-	-	-
OPERATING TRANS - GENERAL FUND	-	-	-	-
	3,637,122	1,161,073	2,852,496	1,166,347
Expenditures				
MISCELLANEOUS OPERATING	\$ 125,766	\$ 138,946	\$ 142,025	\$ 145,040
BOND ISSUE COSTS'	143,967	-	-	-
LEASES	-	-	-	-
DEBT SERVICE-TIFA COURTS	575,206	573,075	573,075	573,237
DEBT SERVICE-TIFA CONV CNTR	1,206,370	449,052	449,052	448,070
	2,051,309	1,161,073	1,164,152	1,166,347
Beginning Fund Balance:	1,606,446	3,192,259	3,192,259	4,880,603
Surplus/(Deficit)	1,585,813	1,617,853	1,688,344	1,734,453
Ending Fund Balance	3,192,259	4,810,112	4,880,603	6,615,056
Less: Ending Restricted Fund Balance	(1,877,377)	(1,428,325)	(1,428,325)	(980,255)
Ending Unrestricted Fund Balance	1,314,882	3,381,787	3,452,279	5,634,802

Restricted Revenues

INTEREST INCOME - RESTRICTED	\$ 2,124	\$ -	\$ -	\$ -
RESTRICTED REVENUE DEPOSIT 2014	972,832	-	-	-
	974,956	-	-	-

Expenditures

DEBT SERVICE-TIFA CONV CNTR	271,370	449,052	449,052	448,070
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Beginning Fund Balance Reserved for Debt Service	1,173,791	1,877,377	1,877,377	1,428,325
Surplus/(Deficit)	703,586	(449,052)	(449,052)	(448,070)
Ending Fund Balance Reserved for Debt Service	1,877,377	1,428,325	1,428,325	980,255

City of Lansing
Fiscal Year July 1, 2015 - June 30, 2016
Downtown Lansing Incorporated Special Revenue Fund
(formerly Principal Shopping District)

	FY 2014 <u>Actual</u>	FY 2015 Adopted <u>Budget</u>	FY 2015 <u>Projected</u>	FY 2016 <u>Adopted</u>	% Change FY15 Adopted FY16 Adopted
Beginning Fund Balance	13,860	13,700	13,700	24,711	
<u>Revenues</u>					
Special Assessments	409,030	409,000	409,000	409,000	0.0%
Grants	10,000	10,000	10,000	10,000	0.0%
Miscellaneous	182,972	274,856	251,786	256,410	-6.7%
Transfer from General Fund	60,470	67,900	67,900	69,380	2.2%
Total Revenues	<u>662,472</u>	<u>761,756</u>	<u>738,686</u>	<u>744,790</u>	-2.2%
<u>Expenditures</u>	<u>662,632</u>	<u>759,000</u>	<u>727,675</u>	<u>740,200</u>	-2.5%
Fund Balance Increase/(Decrease)	(160)	2,756	11,011	4,590	
Ending Fund Balance	13,700	16,456	24,711	29,301	78.1%

Fiscal Year 2016 Capital Improvement Plan

FY 2016 City-Wide Capital Improvement Program

FY 2016 City-Wide Capital Improvement Program		Funding Sources						
Project	FY 2016 Appropriation	General Fund	Parks Millage	Street Funds	Parking Fund	Sewer Fund	Grants/ Trusts	Bonds/ Loans/ Spec. Assess.
<u>Facilities</u>								
City Market Improvements	27,500	27,500						
Lansing Center Outdoor Balcony Repairs	84,000	84,000						
Facility Capital Improvements	285,000	285,000						
Subtotal	396,500	396,500	-	-	-	-	-	-
<u>Technology</u>								
Public Education & Gov't (PEG)Television Capital Improvmnts	150,000						150,000	
Subtotal	150,000	-	-	-	-	-	150,000	-
<u>Public Safety Equipment</u>								
Police Officer Body Cameras	75,000	75,000						
Ambulance EKG Monitors	100,000	100,000						
Subtotal	175,000	175,000	-	-	-	-	-	-
<u>Planning & Neighborhood Development</u>								
Phase III - Form-Based Code	60,000	60,000						
Concrete/Asphalt/Grate Repairs	50,000				50,000			
South Capitol Ramp - Concrete repairs/painting/handrails	325,000				325,000			
North Grand Ramp - Redesign of Front Entrance for ADA	100,000				100,000			
North Grand Ramp - Concrete/sealing/exterior lighting	137,500				137,500			
North Capitol Ramp - Concrete, Stairwell Painting/Lighting	50,000				50,000			
Subtotal	722,500	60,000	-	-	662,500	-	-	-
<u>Parks & Recreation</u>								
Ferris Park Turf Soccer with Lighting (grant match)	200,000		80,000				120,000	
City-wide Repair and Maintenance	160,000		160,000					
Boat Launch Repairs - Grand River Park	80,000		80,000					
Crego Park - Fish Stocking	10,000		10,000					
Tecumseh Park Canoe/Kayak Launch & Fishing Pier	50,000		50,000					
Parks Parking Lot Repairs	250,000		250,000					
Women's Historical Center - Exterior Siding	90,000		90,000					
	840,000	-	720,000	-	-	-	120,000	-
<u>Public Services/Transportation</u>								
Sidewalk Repairs	150,000	100,000						50,000
Sidewalk Gap Closure Program	200,000			200,000				
Major Maintenance - Major and Local Streets	1,430,000			1,430,000				
Surface Transportation Program (STP) Federal Aid Project	785,000			785,000				
Signalization and Modernization of Traffic Signals	201,700			201,700				
Bridge Improvements	175,000			175,000				
Grant Match	45,000			45,000				
Truck Scales	50,000			50,000				
City Share of Sanitary Sewers	500,000					500,000		
City Share of Delta and Delhi Township Sewers	10,000					10,000		
Sewage Treatment Plant Roof Replacement Project	300,000					300,000		
Scott Park Pump Station Mcc, Other Improvements	400,000					400,000		
Tecumseh River Extraction Pipe Installation	50,000					50,000		

FY 2016 City-Wide Capital Improvement Program

		Funding Sources						
Project	FY 2016 Appropriation	General Fund	Parks Millage	Street Funds	Parking Fund	Sewer Fund	Grants/ Trusts	Bonds/ Loans/ Spec. Assess.
Asset Management	275,000			75,000		200,000		
Wet Weather Program	180,000					180,000		
Vehicles	30,000					30,000		
Subtotal	4,781,700	100,000	-	2,961,700	-	1,670,000	-	50,000
<u>Fleet Services</u>								
Vehicle & Equipment Purchases	1,000,000	1,000,000						
	1,000,000	1,000,000	-	-	-	-	-	-
Total Capital Projects - FY 2015/2016	8,065,700	1,731,500	720,000	2,961,700	662,500	1,670,000	270,000	50,000

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FISCAL YEAR 2016 CAPITAL IMPROVEMENT PROJECTS

FACILITIES

City Market Improvements

Improvements and repairs to the City Market, including an irrigation system and window and concrete repairs.

Lansing Center Outdoor Balcony Repairs

Structural repairs to the outdoor balcony, which is currently closed due to safety hazards.

Facility Improvements

A multitude of repairs and improvements to heating, air handling, and air-conditioning systems; electrical systems; plumbing; and drain and water supply systems have been identified for the City Hall and other facilities. Several million dollars could easily be spent on needed maintenance; however due to funding constraints, a limited amount is proposed for budget year.

PUBLIC EDUCATION & GOVERNMENT (PEG) RESTRICTED FUNDS

Office of Community Media – Public Education & Government (PEG) Restricted Funds

The restricted PEG funds proposed for FY 2016 CIP include acquisition of and upgrades to equipment and facilities utilized by the Office of Community Media for the PEG network.

PUBLIC SAFETY EQUIPMENT

Police Officer Body Cameras

Funding for 100 officer-worn body cameras and related technology to improve community relationships and to enhance accountability for the Lansing Police Department. Use of officer body cameras is a part of the President's recommendations from the 21st Century Task Force.

Ambulance Electrocardiogram (EKG) Monitors

Funding for replacement of three (3) lead EKG monitors used in ambulances due to age and use.

PLANNING & NEIGHBORHOOD DEVELOPMENT

Form-Based Code Project – Phase III

The Form Based Code (FBC) project is a multi-year effort to incorporate placemaking into the zoning ordinance. Phase I concentrated on institutional buildings and neighborhood commercial districts, while Phase 2 addresses residential and

FISCAL YEAR 2016 CAPITAL IMPROVEMENT PROJECTS

commercial corridors. Phase III will cover downtown, industrial, and residential land uses, and will complete the FBC Project.

Concrete/Asphalt/Grate Repairs – Lansing Center Parking Lots

Concrete repairs to areas around the catch basin and grates in the Lansing Center parking lots.

South Capitol Parking Ramp Concrete Repairs/painting/handrails

Concrete Repairs to the South Capital parking ramp approaches and sidewalks, as well as a parking ramp painting and handrail replacement.

North Grand Ramp - Redesign of Front Entrance

Redesign of the North Grand Ramp Parking Services Office front entrance to meet requirements of the Americans with Disabilities Act (ADA) as well as an expansion of the indoor waiting area and an outdoor canopy.

North Grand Ramp - Concrete/sealing/exterior lighting

Concrete repairs and sealing to the North Grand Ramp, as well as the addition of LED lighting to the outside of the ramp.

North Capitol Ramp - Concrete, Stairwell Painting/Lighting

Concrete repairs and stairwell painting for the North Capitol Ramp, as well as the addition of LED lighting to the outside of the ramp.

PARKS AND RECREATION

Ferris Park Turf Soccer with Lighting (grant match)

Grant match for MEDC grant for turf and lighting improvements to Ferris Park for soccer fields.

City Wide Repair and Maintenance

Funding for repairs and maintenance needs throughout the Lansing parks system.

Boat Launch Repairs - Grand River Park

Replacement of one pier that had to be removed this past year due to safety concerns.

Crego Park – Fishing Stock

Stocking of fish in the newly re-opened lake at Crego Park in conformance with Michigan State University fish study.

Tecumseh Park Canoe/Kayak Launch & Fishing Pier

A new canoe launch on the Grand River and fishing pier on the pond, both located in Tecumseh Park. This creates a launch site below the dam.

FISCAL YEAR 2016 CAPITAL IMPROVEMENT PROJECTS

Parks Parking Lot Repairs

Partial funding for parking lot repairs needed in a number of Parks & Recreation sites, including Foster Community Center, Gier Park, Bancroft Park, and Westside Park.

Women's Historical Center – Exterior Siding

Vinyl siding for the Michigan Women's Historical Center exterior, due to current condition of the building.

PUBLIC SERVICE

Sidewalk Repairs

This request will fund repair of the existing sidewalk network. Property owners are assessed for a portion of the work, consistent with the City ordinance.

Sidewalk Gap Closure

This request will fund installation of new sidewalk along high priority major street corridors, consistent with the Gap Closure Report originally created in 2005.

Major Maintenance

This request will fund discretionary repairs to the major street network. In addition, special funding applications have been submitted by the City for the National Highway Performance Program (NHPP) and the Roads and Risk Reserve Program (RRRP). These funds would also be used for any engineering or match requirements associated with the aforementioned programs.

STP Match

This request will fund a portion of the City's share of costs for federally funded Surface Transportation Program (STP) projects. Recipients of STP funds are obligated to pay for all of the engineering costs and 20% of the construction costs.

Signalization and Modernization

This is a part of the ongoing program to replace/modernize traffic signals and add new signals as necessary.

Bridge Improvements

Rehabilitation of the Jolly Rd bridge over Sycamore Creek, and Elm over the Grand River, and Aurelius over Sycamore Creek. 95% is funded through federal aid with the remaining 5% to be funded by the City.

Grant Match

Provide required match and engineering for potential grant funding for non-motorized projects for Grand Ave Pathway (Madison to Oakland) and Kalamazoo/Grand pathway improvements.

FISCAL YEAR 2016 CAPITAL IMPROVEMENT PROJECTS

Truck Salt Scales

Replacement of salt scales used for the sale of road salt to other agencies. Further repair of the current scales is likely not possible due to their age and condition.

City Share of Sanitary Sewers

This request will fund capital improvements to the sanitary sewer collection system. The work is primarily related to repairing existing sewers.

City Share of Delhi & Delta Sewers

As part of the sanitary sewer agreement with these townships, the City is required to set aside a portion of the funding.

Sewage Treatment Plant Roof Replacement Project

Replacement of identified sections of the Wastewater Treatment Plant facility.

Scott Pump Station Improvements

Replacement of motor control center (MCC) and bus duct at the Scott Pump Station due to rusting and upgrades to pump station ventilation.

Tecumseh River Extraction Pipe Installation

Installation of an extraction pipe and two slide gates for bypass pumping and wet well mixing, as well as repair of the fiberglass air vent.

Asset Management Program

Field collection of data for all City assets, to be incorporated into a GIS based asset management system to capture three-dimensional features of all above ground assets within all of the right-of-way in the entire City. This will also allow the sanitary sewer system to be televised for condition assessment with the information being provided robotically for uploading into the City's GIS system.

Wet Weather Program

Funding for engineering studies for proposed improvements and Sanitary Sewer Evaluation Survey (SSES) studies related to proposed developments in areas of the sanitary sewer system with limited capacity.

Wastewater Vehicle Replacement

Replacement of utility pickup truck for sewer regulator crew.

Fleet Services

Replace old and worn equipment and vehicles that are too costly to maintain, including an ambulance, utility vehicles, chippers, and road maintenance vehicles. Frequency of replacement of vehicles and equipment is determined by calculations utilizing maintenance records, critical component failure, and resale value.

Fiscal Year 2016 Budget Resolution and Fee Changes

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RESOLUTION #2015-129

BY COMMITTEE OF THE WHOLE RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, in conformance with Article 7, Section 7-101 of the City Charter, on March 23, 2015, the Mayor submitted a proposed budget for the 2015/2016 fiscal year, which spans from July 1, 2015 through June 30, 2016; and

WHEREAS, the City Council held a series of televised public hearings to review Mayor's budget recommendations; and

WHEREAS, the City Council held special Committee of the Whole meetings during evening hours at Foster Community Center on April 13, 2015 and at Hill Center on April 15, 2015, and as part of the Council meeting to provide opportunities for citizens to comment on the proposed City budget; and

WHEREAS, in accordance with City Charter and the State Uniform Budgeting and Accounting Act, notice was published and a public hearing was held on April 27, 2015, for the fiscal year 2015/2016 budget and capital improvements program; and

WHEREAS, Public Act 2 of 1968 of the State of Michigan, as amended, provides that the budget resolution of the City shall set forth the total number of mills to be levied under the General Property Tax Act, the estimated revenues, by source, and amounts appropriated to defray expenditures and meet the liabilities of the City for the ensuing fiscal year; and

WHEREAS, the City Council desires to establish certain budget policies for the fiscal year 2015/2016,

NOW, THEREFORE, BE IT RESOLVED that 19.70 mills be levied under the General Property Tax Act for fiscal year 2015/2016 as follows:

City Operating: 19.44
City Debt: .26

BE IT FURTHER RESOLVED that the City's sewage rate shall be increased by 4.5% for FY 2016;

BE IT FURTHER RESOLVED that the following changes to the City's fee and charges be adopted:

	From Current FY 2015	To Adopted FY 2016
Parks & Recreation Department		
Turner Dodge - Birthday Party Package	\$ 60.00	\$ 100.00
Lifetime Sports - Adult Flag Football Program	\$ -	\$ 425.00
Gier Fitness Room Day Pass	\$ -	\$ 5.00
Community Centers - Batting Cage Rental	\$ 30.00	\$ 40.00
Community Centers -After School Program(1/2 in Aug, 1/2	\$ 25.00	\$ 50.00
Late Fees:		
Little Sluggers Ages 3-4 - Resident	\$ -	\$ 10.00
Little Sluggers Ages 3-4 - Non-Resident	\$ -	\$ 10.00
Youth Basketball Ages 1-4 - Resident	\$ -	\$ 10.00
Youth Basketball Ages 1-4 - Non-Resident	\$ -	\$ 10.00
Wildcat Baseball Ages 5-6; 7-8; 9-11 - Resident	\$ -	\$ 10.00
Wildcat Baseball Ages 5-6; 7-8; 9-11 - Non-Resident	\$ -	\$ 10.00
Baseball Ages 9-14 - Resident	\$ -	\$ 10.00
Baseball Ages 9-14 - Non-Resident	\$ -	\$ 10.00
Youth Soccer K-1 & 2nd-3rd - Resident	\$ -	\$ 10.00
Youth Soccer K-1 & 2nd-3rd - Non-Resident	\$ -	\$ 10.00
Youth Soccer 4th, 5th & 6th - Resident	\$ -	\$ 10.00
Youth Soccer 4th, 5th & 6th - Non-Resident	\$ -	\$ 10.00
Flag Football All Grades - Resident	\$ -	\$ 10.00
Flag Football All Grades - Non-Resident	\$ -	\$ 10.00

Parks & Recreation Department - Cemetery

Disinterment Adult - Relocate to Other Cemetery	\$	700.00	\$	1,200.00
Disinterment Child - Relocate to Other Cemetery	\$	225.00	\$	350.00
Disinterment Ashes - Relocate to Other Cemetery	\$	225.00	\$	350.00

Planning & Neighborhood Development Department - Building Safety Fund

Building Permits

Additional Inspection Fee	\$	70.00	\$	80.00
Minimum Permit Amount	\$	70.00	\$	80.00
Residential Siding (flat fee)	\$	70.00	\$	80.00
Residential Tear Off and Re-roof	\$	70.00	\$	80.00
Swimming Pool (Residential)	\$	70.00	\$	80.00
Moving Building less than 500 square feet	\$	70.00	\$	80.00

Building Miscellaneous Fees

License Inspections (Clerk)	\$	-	\$	80.00
Investigation Fee	\$	-	\$	100.00
Show Cause Letter	\$	-	\$	80.00
Stop Work Order	\$	-	\$	250.00
Stop Work Monitoring Fee (Monthly)	\$	-	\$	150.00
Special Inspector Approval (per Discipline per Firm)	\$	-	\$	25.00
Technology Fee	\$	5.00	\$	10.00
Commercial Construction Document Conversion	\$	-	\$	0.50
Paper to Electronic (per sheet/page) 11x14 & smaller				
Commercial Construction Document Conversion	\$	-	\$	1.00
Paper to Electronic (per sheet/page) Larger than 11x14				
Licensed Trade Contractor Application Conversion	\$	-	\$	0.50
Paper to Electronic (per page)				
Chimney Liner	\$	-	\$	25.00
Building Sewer	\$	-	\$	75.00

Demolition Permit

Demolition - Private Garages (flat fee)	\$	70.00	\$	80.00
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Sign Permit

Additional Inspection Fee	\$	70.00	\$	80.00
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Public Service Department

Misc Revenue - City Mascot Appearance Request	\$	-	\$	75.00
(For one hour - plus \$25 for each additional 30 minutes)				

54-A District Court

Ordinance Fines and Costs - Civil Infraction Assessment	\$115 - \$225	\$120 - \$230
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BE IT FURTHER RESOLVED that the following appropriations and revenue projections are adopted as the City's budget for the FY 2015/2016 fiscal year:

II.**GENERAL FUND**

	FY 2016 <u>Proposed</u>	Council <u>Changes</u>	FY 2016 <u>Adopted</u>
Estimated Revenues			
Property Taxes	38,100,000		38,100,000
Income Taxes	32,150,000		32,150,000
State Shared Revenues	15,738,000		15,738,000
Licenses and Permits	1,574,500		1,574,500

	FY 2016 <u>Proposed</u>	Council <u>Changes</u>	FY 2016 <u>Adopted</u>
Charges for Services	8,690,400		8,690,400
Fines and Forfeitures	2,542,100		2,542,100
Interest and Rents	36,500		36,500
Return on Equity	22,000,000		22,000,000
Other Revenue	183,500		183,500
Transfers	85,000		85,000
Amount (To)/From Reserves	(500,000)		(500,000)
Total Revenue	120,600,000	-	120,600,000
Appropriations			
City Council			
Personnel	489,340		489,340
Operating	217,060		217,060
Total	706,400	-	706,400
Internal Audit			
Personnel	196,394		196,394
Operating	12,806		12,806
Total	209,200	-	209,200
Courts			
Personnel	5,058,750		5,058,750
Operating	1,254,450		1,254,450
Total	6,313,200	-	6,313,200
Mayor's Office			
Personnel	878,350		878,350
Operating	151,750	200,000	351,750
Total	1,030,100	200,000	1,230,100
Inspector General			
Personnel	190,000	(190,000)	-
Operating	10,000	(10,000)	-
Total	200,000	(200,000)	-
Office of Financial Empowerment			
Personnel	42,440		42,440
Operating	17,560		17,560
Total	60,000	-	60,000
Office of Community Media			
Personnel	361,005		361,005
Operating	33,195		33,195
Total	394,200	-	394,200
City Clerk' Office			
Personnel	779,491		779,491
Operating	280,509		280,509
Total	1,060,000	-	1,060,000
Planning & Neighborhood Development			
Personnel	635,538		635,538
Operating	275,062		275,062
Total	910,600	-	910,600
Finance			
Personnel	4,005,540		4,005,540
Operating	1,087,060		1,087,060
Total	5,092,600	-	5,092,600

	<u>FY 2016 Proposed</u>	<u>Council Changes</u>	<u>FY 2016 Adopted</u>
Human Resources			
Personnel	1,294,646		1,294,646
Operating	758,254		758,254
Total	<u>2,052,900</u>	-	<u>2,052,900</u>
City Attorney			
Personnel	1,733,092		1,733,092
Operating	182,708		182,708
Total	<u>1,915,800</u>	-	<u>1,915,800</u>
Police			
Personnel	32,755,115		32,755,115
Operating	5,046,685		5,046,685
Total	<u>37,801,800</u>	-	<u>37,801,800</u>
Fire			
Personnel	29,654,790		29,654,790
Operating	4,185,410		4,185,410
Total	<u>33,840,200</u>	-	<u>33,840,200</u>
Public Service			
Personnel	3,029,757		3,029,757
Operating	7,343,943		7,343,943
Total	<u>10,373,700</u>	-	<u>10,373,700</u>
Human Relations & Community Service			
Personnel	992,161		992,161
Operating	136,039		136,039
Total	<u>1,128,200</u>	-	<u>1,128,200</u>
Parks & Recreation			
Personnel	4,837,885		4,837,885
Operating	3,053,515		3,053,515
Total	<u>7,891,400</u>	-	<u>7,891,400</u>
Human Services			
Operating	1,520,000		1,520,000
Total	<u>1,520,000</u>	-	<u>1,520,000</u>
City-Supported Agencies			
Operating	331,400		331,400
Total	<u>331,400</u>	-	<u>331,400</u>
Non-Departmental			
Vacancy Factor	(800,000)		(800,000)
Library Lease	165,000		165,000
Debt Service	1,007,100		1,007,100
Transfers	7,396,200		7,396,200
Total	<u>7,768,300</u>	-	<u>7,768,300</u>
Total Appropriations	<u>120,600,000</u>	-	<u>120,600,000</u>

		FY 2016 <u>Proposed</u>	Council <u>Changes</u>	FY 2016 <u>Adopted</u>
II.	SPECIAL REVENUE FUNDS			
	MAJOR STREETS FUND			
Estimated Revenues				
Gas & Weight Tax Receipts	6,300,000			6,300,000
Utility Permit Fees (Metro Act)	425,000			425,000
Reimbursements	1,450,925			1,450,925
Miscellaneous Revenue	266,035			266,035
Transfer from General Fund	-			-
Use of Existing Bond Proceeds	-			-
Use of Fund Balance	2,958,640			2,958,640
Total Revenue	11,400,600	-		11,400,600
Appropriations				
Personnel	2,764,080			2,764,080
Operating	3,753,770			3,753,770
Capital	1,830,000			1,830,000
Debt Service	505,800			505,800
Transfers	2,546,950			2,546,950
Total Appropriations	11,400,600	-		11,400,600
	LOCAL STREETS FUND			
Estimated Revenues				
Gas & Weight Tax Receipts	1,800,000			1,800,000
Reimbursements	750,000			750,000
Transfers	4,456,950			4,456,950
Use of Fund Balance	336,050			336,050
Total Revenue	7,343,000	-		7,343,000
Appropriations				
Personnel	2,830,461			2,830,461
Operating	2,196,639			2,196,639
Capital	956,700			956,700
Debt Service	1,359,200			1,359,200
Total Appropriations	7,343,000	-		7,343,000
	STADIUM FUND			
Estimated Revenues				
Operating Revenues	402,000			402,000
Olds Park Stadium Naming Rights	120,000			120,000
Transfers In	248,600			248,600
Total Revenue	770,600	-		770,600
Appropriations				
Debt Service	770,600			770,600
Total Appropriations	770,600	-		770,600

	FY 2016 <u>Proposed</u>	Council <u>Changes</u>	FY 2016 <u>Adopted</u>
BUILDING DEPARTMENT FUND			
Estimated Revenues			
Licenses & Permits	2,237,600		2,237,600
Charges for Services	15,110		15,110
Miscellaneous	150		150
Transfer from General Fund	191,140		191,140
Use of Fund Balance	-		-
Total Revenue	<u>2,444,000</u>	-	<u>2,444,000</u>

Appropriations			
Personnel	1,931,189		1,931,189
Operating	512,811		512,811
Total Appropriations	<u>2,444,000</u>	-	<u>2,444,000</u>

CDBG FUND

Estimated Revenues			
Federal Grants	2,414,490		2,414,490
Total Revenue	<u>2,414,490</u>	-	<u>2,414,490</u>

Appropriations			
Personnel	792,265		792,265
Operating	1,622,225		1,622,225
Total Appropriations	<u>2,414,490</u>	-	<u>2,414,490</u>

HOME GRANT FUND

Estimated Revenues			
Federal Grants	1,587,837		1,587,837
Total Revenue	<u>1,587,837</u>	-	<u>1,587,837</u>

Appropriations			
Personnel	456,269		456,269
Operating	1,131,568		1,131,568
Total Appropriations	<u>1,587,837</u>	-	<u>1,587,837</u>

EMERGENCY SHELTER GRANT FUND

Estimated Revenues			
Federal Grants	166,686		166,686
Total Revenue	<u>166,686</u>	-	<u>166,686</u>

Appropriations			
Operating	166,686		166,686
Total Appropriations	<u>166,686</u>	-	<u>166,686</u>

FEDERAL DRUG LAW ENFORCEMENT SPECIAL REVENUE FUND

Estimated Revenues			
Use of / (Deposit To) Fund Balance	-		-
Total Revenue	<u>-</u>	-	<u>-</u>

Appropriations			
Personnel	-	-	-
Operating	-	-	-
Capital	-	-	-
Total Appropriations	<u>-</u>	-	<u>-</u>

	FY 2016 <u>Proposed</u>	Council <u>Changes</u>	FY 2016 <u>Adopted</u>
STATE/LOCAL DRUG LAW ENFORCEMENT SPECIAL REVENUE FUND			
Estimated Revenues			
Use of / (Deposit To) Fund Balance	280,650		280,650
Total Revenue	<u>280,650</u>	<u>-</u>	<u>280,650</u>
Appropriations			
Operating	280,650	-	280,650
Total Appropriations	<u>280,650</u>	<u>-</u>	<u>280,650</u>

DRUG LAW ENFORCEMENT FUND - TRI-COUNTY METRO

Estimated Revenues			
Drug Forfeiture Revenues	424,720		424,720
Contributions from Local Units	424,780		424,780
Total Revenue	<u>849,500</u>	<u>-</u>	<u>849,500</u>
Appropriations			
Personnel	69,930	-	69,930
Operating	767,570	-	767,570
Transfers	12,000	-	12,000
Total Appropriations	<u>849,500</u>	<u>-</u>	<u>849,500</u>

DOWNTOWN LANSING, INC.

Estimated Revenues			
Special Assessments	409,000		409,000
Grants	10,000		10,000
Miscellaneous	256,410		256,410
Transfer from General Fund	69,380		69,380
Use of/(Contribution to) Fund Balance	(4,590)		(4,590)
Total Revenue	<u>740,200</u>	<u>-</u>	<u>740,200</u>
Appropriations			
Personnel	147,555		147,555
Operating	592,645		592,645
Total Appropriations	<u>740,200</u>	<u>-</u>	<u>740,200</u>

III. ENTERPRISE FUNDS

CEMETERIES FUND

Estimated Revenues			
Cemetery Service Revenue	209,300		209,300
Sale of Lots	73,500		73,500
Other	6,000		6,000
Transfer from Perpetual Care	6,700		6,700
Transfer from Parks Millage	425,800		425,800
Total Revenue	<u>721,300</u>	<u>-</u>	<u>721,300</u>
Appropriations			
Personnel	412,330		412,330
Operating	293,320		293,320
Transfers	15,650		15,650
Total Appropriations	<u>721,300</u>	<u>-</u>	<u>721,300</u>

	FY 2016 <u>Proposed</u>	Council <u>Changes</u>	FY 2016 <u>Adopted</u>
GOLF FUND			
Estimated Revenues			
Greens Fees	238,000		238,000
Equipment Rentals	105,200		105,200
Concessions	24,450		24,450
Transfers In - Parks Millage	518,350		518,350
Total Revenue	<u>886,000</u>	-	<u>886,000</u>

Appropriations			
Personnel	502,350		502,350
Operating	273,650		273,650
Capital	5,000		5,000
Debt Service	105,000		105,000
Total Appropriations	<u>886,000</u>	-	<u>886,000</u>

PARKING FUND

Estimated Revenues			
Parking Revenue	6,573,350		6,573,350
Baseball Revenue	45,000		45,000
Parking Fines	600,000		600,000
Other Revenue	547,366		547,366
From Fund Balance	974,784		974,784
Total Revenue	<u>8,740,500</u>	-	<u>8,740,500</u>

Appropriations			
Personnel	2,445,716		2,445,716
Operating	2,276,259		2,276,259
Capital	815,000		815,000
Debt Service	3,203,525		3,203,525
Total Appropriations	<u>8,740,500</u>	-	<u>8,740,500</u>

WASTEWATER FUND

Estimated Revenues			
Sewer Charges	32,645,100		32,645,100
Interest Income	191,250		191,250
Low Income Credit	(2,000)		(2,000)
Miscellaneous Income	10,000		10,000
Use of Fund Equity	1,190,950		1,190,950
Total Revenue	<u>34,035,300</u>	-	<u>34,035,300</u>

Appropriations			
Personnel	7,700,245		7,700,245
Operating	8,383,271		8,383,271
Capital	1,671,000		1,671,000
Debt Service	15,980,784		15,980,784
Transfers	300,000		300,000
Total Appropriations	<u>34,035,300</u>	-	<u>34,035,300</u>

	FY 2016 <u>Proposed</u>	Council <u>Changes</u>	FY 2016 <u>Adopted</u>
REFUSE FUND			
Estimated Revenues			
Operating Income	1,672,054		1,672,054
Interest Income	7,500		7,500
Use of/(Addition to) Fund Equity	8,046		8,046
Total Revenue	<u>1,687,600</u>	-	<u>1,687,600</u>
Appropriations			
Personnel	895,149		895,149
Operating	792,451		792,451
Total Appropriations	<u>1,687,600</u>	-	<u>1,687,600</u>

RECYCLING FUND

Estimated Revenues			
Operating Income	3,623,000		3,623,000
Sale of Recycled Materials	6,000		6,000
Interest Income	-		-
Use of Fund Equity	382,200		382,200
Total Revenue	<u>4,011,200</u>	-	<u>4,011,200</u>
Appropriations			
Personnel	2,114,598		2,114,598
Operating	1,441,790		1,441,790
Debt Service	454,812		454,812
Total Appropriations	<u>4,011,200</u>	-	<u>4,011,200</u>

IV. CAPITAL PROJECT FUNDS

CAPITAL IMPROVEMENT (CIP) FUND

Estimated Revenues			
Transfer from the General Fund	731,500		731,500
PEG (Cable Capital) Revenues	150,000		150,000
Total Revenue	<u>881,500</u>	-	<u>881,500</u>
Appropriations			
Facilities	396,500		396,500
PEG (Cable Capital) Expenditures	150,000		150,000
Public Safety	175,000		175,000
Planning & Neighborhood Development	60,000		60,000
Public Service	100,000		100,000
Total Appropriations	<u>881,500</u>	-	<u>881,500</u>

PARKS MILLAGE FUND

Estimated Revenues			
Transfer from the General Fund	1,664,150		1,664,150
Total Revenue	<u>1,664,150</u>	-	<u>1,664,150</u>
Appropriations			
Ferris Park Turf Soccer with Lighting (grant match)	80,000		80,000
Boat Launch Repairs - Grand River Park	80,000		80,000
Crego Park - Fish Stocking	10,000		10,000
Tecumseh Park Canoe/Kayak Launch & Fishing Pier	50,000		50,000
Parks Parking Lot Repairs	250,000		250,000

	FY 2016 <u>Proposed</u>	Council <u>Changes</u>	FY 2016 <u>Adopted</u>
Women's Historical Center - Exterior Siding	90,000		90,000
Citywide Maintenance & Repair	160,000		160,000
Transfer to Cemeteries Fund	425,800		425,800
Transfer to Golf Fund	518,350		518,350
Total Appropriations	1,664,150	-	1,664,150

BE IT FINALLY RESOLVED, that the following policies are hereby established for the 2015/2016 fiscal year:

FY 2016 Adopted Budget Policies

In accordance with the State Uniform Budget and Accounting Act (Public Act 2 of 1968), the City of Lansing's annual appropriations, as set forth in the annual budget resolution, shall be made in accordance with Generally Accepted Accounting Principles (GAAP) and shall apply to all funds except internal service funds, debt service funds, permanent funds, and trust and agency funds.

The City's fiscal year is July 1 through June 30. In accordance with the City Charter, on or before the fourth Monday in March, the Mayor submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. No later than the third Monday in May, the Council adopts the budget and sets the property tax rates for the ensuing fiscal year.

Appropriations are set forth in the annual budget resolution. Authority to transfer between appropriations is dictated by City Charter; however, additional administrative budget transfer authority is granted for the following instances. The Administration is requested to submit to Council quarterly reports of such transfers.

Wastewater Funds – the transfer residual State Revolving Fund (SRF) loan and/or bond proceeds between projects and project segments.

Flood Control – the transfer of funds for flood control and/or storm sewer purposes to address flooding or unanticipated storm sewer maintenance needs.

Major and Local Street (Act 51) Funding – Transfer authority is not limited by departmental allocation, and administrative authority is included for appropriation of MDOT special authorization funding.

Parking System – the transfer of capital project accounts from operating accounts is permitted to meet bid or unforeseen capital needs.

Debt Service Funds – the transfer of residual balances between general obligation bond debt service accounts.

Vacancy Factor/funded and unfilled Positions - The budget includes an attrition vacancy allowance of \$800,000. The Administration is requested to provide Council on July 1, 2015 and every month, thereafter, a list of vacant positions by department. The Administration is also requested to provide, on a quarterly basis, a detailed list by Department of all positions by title, FTE, wages and fringes, and impact on programs and/or services which are included within this allowance. The personnel wages and fringes associated with all positions identified above as of July 1, 2015 and any such position vacated, thereafter, shall be placed in a budget control account, and will require City Council approval for expenditure.

In addition, administrative authority is granted for the transfer of wage and fringe benefit reserves to departmental budgets upon settlement of a collective bargaining agreement.

Carryforwards

Authority is granted to reappropriate available capital project balances as of June 30, 2015 into the FY 2016 budget. All non-capital balances require City Council approval to carryforward, except for encumbered (purchase order) obligations less than \$5,000 and not more than 8 months old.

- Human Services and Community Supported Agencies Funding

The plan for funding Agencies submitted to Council designate particular Agencies. If any agency does not apply for or use their funding, all funds will remain in their respective account(s) for additional appropriation and approval by Council for Human Services and Community Supported Agencies use pursuant to the Charter transfer authority. The Administration/Human Relations Community Services Department is requested to submit to Council a quarterly report on the status of the Human Services and Community Supported Agencies' funding. This report should include the accounting level detail appropriation; amount spent, balance, and a notation as to whether the balance of funds is expected to be spent by the end of the Fiscal Year; if not, why?

General Fund Reserve Policy

The City's General Fund reserves consist of the General Fund fund balance and the Budget Stabilization Fund. Use of and contributions to the Budget Stabilization Fund are dictated by Ordinance section 218.05.

The targeted unrestricted balance for the combination of the General Fund fund balance and the Budget Stabilization Fund is a minimum of 12% of General Fund expenditures and a maximum of 15% of General Fund expenditures. If events necessitate that the combined balances drop below 12% of General Fund expenditures, annual appropriations of a minimum of \$500,000 will be made until the 12% target is reached. In the event that combined reserves are projected to exceed 15% of General Fund revenues, the excess amount will be used to supplement retiree healthcare prefunding.

Debt Management

Appropriations are made to adequately fund annual debt service obligations. Adherence will be made to required debt service reserves, where applicable, as well as to the provision of annual disclosures as required by outstanding bond obligations.

Investment Policy

Management of cash investments is governed by the City's investment policy and in accordance to State statute, with the objective being the maximization of return on the City's governmental funds through pooling of funds where appropriate and permitted, monitoring of interest rates and fee structures. Investments of the Employee Retirement System, the Police and Fire Retirement System, and the VEBA, are governed those respective boards and dictated by their respective investment policies.

Strategic Planning and Budget Development

In working toward the goal of the incorporation of strategic planning into the budget process, this next year, Administration is encouraged to work towards developing a multi-year budgeting process. This process should align the City's master plan, strategic goals, and performance metrics to short-term and long-term budget priority-setting by Council in accordance with Financial Health Team recommendations.

Civil Actions, Claims, and Damages

Whenever a claim is made or any civil action is commenced against the Mayor, a City Council member, a non-bargaining unit employee, or a Lansing retirement board trustee (collectively in this provision "the Employee") for damages caused by an act or acts of the Employee within the scope of his or her authority and while in the course of his or her employment with the City or his or her duties on behalf of the retirement board, the City will pay for, engage, or furnish the services of an attorney to advise the Employee as to the claim and to appear for and represent the Employees in the action. If the City Attorney does not provide the attorney services, the attorney selection shall be made by the City Attorney in the manner the City Charter requires. The City may compromise, settle, and pay a claim before or after the commencement of any civil action. Whenever any judgment for damages caused by the act or acts of the Employee covered under this provision is awarded against the Employee as the result of a civil action, the City will indemnify the Employee or will pay, settle, or compromise the judgment. The City's obligations under this provision, however, is contingent upon the Employee giving prompt notice of the commencement of the action and upon the Employee cooperating in the preparation, defense, and settlement of the action. The term "scope of authority" under this provision does not include any act or acts of Employee (i) fraud, (ii) dishonesty, (iii) willful, intentional, or deliberate violation of the law or breach of fiduciary duty, (iv) criminal act, or (v) traffic violation; nor does this provision abrogate or diminish governmental immunity.

Grants

The Administration shall present to Council every application for any grant and, upon notification of the award of a grant, shall submit the grant to Council for acceptance. Administrative authority is given to create the necessary accounts and transfers in accordance with the requirements of the grantor. Any grant that can be applied for administratively should be submitted for Council review within 10 days of the application.

Board of Water & Light

After much deliberation, the intent of Council is to allocate funds not to exceed \$200,000 for an audit of the BWL by an external agency. Bench marks, duties and scope of services shall be determined by the administration and Council on or before July 1, 2015, with an anticipated start date on or before September 1, 2015. Once the administration identifies and vets an external audit agency, the selection process shall be forwarded to Council for final approval by a three-fifths vote (3/5) of its members. The selected external audit agency identified by the Administration shall report regularly to both the Administration and Council regarding findings in the areas including but not limited to: strategic planning, project management, facilities, emergency planning and preparations, revenue and expenditures, personnel utilization, capital improvements, holdings, rates, and the overall welfare of the publicly held utility.

At the conclusion of the one year contract of the selected external audit agency both Council and the Administration shall review in earnest the work, findings and necessity. At which time a determination is to be jointly made by both bodies as to the need for additional contracts or the desired future. Any monies of the \$200,000 account not used for the external audit agency go to the rainy day fund.

Ad Hoc Committee on Housing

Council establish an Ad Hoc Committee on Rental and Land Contract Housing conditions for the purpose of conducting a City-wide outreach, group facilitation, surveys, and public input process to engage renters, refugees, people with disabilities, low-income residents, landlords and other residents in meaningful discussions and development of solutions to address rental housing conditions in Lansing. This Ad Hoc Committee must be established by August 1, 2015 and have four (4) Council Members named to the Committee and invited members of interested groups to providing discussion on rental property re-inspections and unregistered rental property investigations, pending determination by a citywide community engagement process to lift up the voices of people affected by poor housing conditions.

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